

# **Hanover County Debris Management Plan**

**Department of Public Works  
Hanover, Virginia**

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## ***HANOVER COUNTY DEBRIS MANAGEMENT PLAN***

### ***I. Authority***

This Plan is developed, promulgated, and maintained under the following State and Federal statutes and regulations:

- Public Law 93-288 as amended by Public Law 100-107, the Stafford Disaster Relief and Emergency Assistance Act and in this plan as “the Stafford Act.”
- Public Law 81-920, Federal Civil Defense Act of 1950, as amended.
- CFR, Title 44, Part 200 et seq.
- Hanover County Emergency Operations Plan, 2004.

### ***II. Overview***

#### **A. Background**

The institutions of the Hanover County, along with the natural and built environment, present opportunities for a number of potential natural and technological disasters or emergencies. The County Administration is responsible for planning and emergency preparedness, response and recovery, and mitigation activities. The County coordinates with the Virginia Department Emergency Management (VDEM) office in response to disasters, emergencies, severe weather conditions, and other catastrophic events.

The County subscribes to the guidance developed by VDEM and the County Emergency Operations Plan (EOP) developed by the Hanover County Department of Fire/EMS. The EOP establishes responsibilities for each County government agency and sets forth lines of authority and organizational relationships that are essential for the protection of the public. The EOP also establishes the concepts and policies under which all elements of the County government will operate during disasters and emergencies by providing for the integration of those resources.

This Plan is based on guidance provided by Hanover County governmental agencies and procedures outlined in the Hanover County Debris Management Plan. This Plan focuses on the types of activities that are likely to be required during a disruption or emergency, without regard to the type or cause of that disruption or emergency.

#### **B. Purpose**

This Plan has been developed to provide the framework for County government and other entities to clear and remove debris generated during a public emergency within the County limits of Hanover County. This Plan unifies the efforts of public and private organizations for a comprehensive and effective approach to:

- Provide organizational structure, guidance, and standardized guidelines for the clearance, removal, and disposal of debris caused by a major debris-generating event.

- Establish the most efficient and cost effective methods to resolve disaster debris removal and disposal issues.
- Implement and coordinate private sector debris removal and disposal contracts to maximize cleanup efficiencies.
- Expedite debris removal and disposal efforts that provide visible signs of recovery designed to mitigate the threat to the health, safety, and welfare of residents.
- Coordinate partnering relationships through communications and pre-planning with local, State, and Federal agencies that have debris management responsibilities.

### **C. General Approach**

The County of Hanover is vulnerable to numerous natural and technological hazards, including severe weather and hazardous materials spills. Tropical storms, hurricanes, tornadoes, severe lightning, wind storms, ice storms, hail and floods pose the highest natural threats to the County. Critical government and private facilities are potential targets for terrorist attack. The County can manage many disaster situations with internal resources. However, there are potential debris-generating events that may overwhelm the County's assets and capabilities.

This Plan establishes the framework within which the County will respond and coordinate the removal and disposal of debris generated by potential manmade and natural disasters. This Plan will also address the potential role that State and Federal agencies and other groups will take in a debris operation.

This Plan defines the roles and responsibilities of local emergency managers with respect to debris planning prior to an event and actions following a major debris-generating event.

### **D. Planning Basis and Assumptions**

Natural disasters such as hurricanes, tornadoes, and flooding precipitate a variety of debris that includes, but is not limited to, trees and other vegetative organic matter, construction materials, appliances, personal property, mud, and sediment. Man-made disasters such as terrorist attacks may result in a large number of casualties and heavy damage to buildings and basic infrastructure. Crime scene constraints may hinder normal debris operations, and contaminated debris may require special handling. These factors will necessitate close coordination with local and Federal law enforcement, health, and environmental officials.

This Plan takes an all-hazards approach to identifying and responding to the following hazards that may pose a threat to Hanover County:

- Natural Hazards – severe weather, hurricanes, tornadoes, flooding, hail, or earthquakes;
- Human-caused Events and Hazards – urban fires, special events, civil disorder, or transportation accidents; and
- Terrorist Incidents – bomb threats or attacks, sabotage, hijacking, armed insurrection, or Weapons of Mass Destruction (WMD) incidents.

The quantity and type of debris generated, its location, and the size of the area over which it is dispersed will have a direct impact on the type of removal and disposal methods utilized, the associated costs, and the speed with which the problem can be addressed. Further, the quantity and type of debris generated from any particular disaster will be a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity.

**For planning purposes and for pre-positioning response assets, this plan assumes that the magnitude of the event exceeds the capacities of Hanover County.**

The fact that this Plan is based on an event that exceeds Hanover County's capacities in no way diminishes the value of the Plan for use in response to other types and categories of events. This Plan establishes a general framework that can, with minor modifications, be used in any debris-generating event.

This Plan addresses the clearing, removal, and disposal of debris generated by the above hazards based on the following assumptions:

- A major natural or man-made disaster that requires the removal of debris from public or private lands and waters could occur at any time;
- The amount of debris resulting from a major natural disaster will exceed Hanover County's in-house removal and disposal capabilities;
- Hanover County will contract for additional resources to assist in the debris removal, reduction, and disposal processes;
- Federal assistance will be requested to supplement Hanover County's debris capabilities in coordination with the Debris Manager.

#### **E. Federal Assistance**

The County Administrator will request Federal assistance when the debris-generating event exceeds Hanover County's in-house or contracted debris clearing, removal, and disposal capabilities. The request will be submitted to the Incident Commander in the Emergency Operations Center (EOC). The Incident Commander will forward the request to VDEM, which will coordinate the request for a mission assignment with the Federal Emergency Management Agency (FEMA). Typically, when mission assigned by FEMA, the U.S. Army Corps of Engineers (USACE) will provide a liaison to the EOC when activated. This liaison will serve as an advisor to the EOC staff providing advice as needed and ensuring that the USACE is prepared to respond when tasked.

The USACE will alert a Debris Planning and Response Team (PRT) and the Advance Contracting Initiative (ACI) Contractor under contract for that area and have them ready to respond when a mission assignment is received. Once the USACE receives a mission assignment from FEMA, the management groups for both the PRT and ACI Contractor will be available to meet with the County Administrator, Debris Manager and State representatives to conduct contingency planning as required.

USACE will coordinate with the DMC (sub-operation of EOC) staff on the use of any pre-identified debris management sites and disposal sites, and identify/acquire other sites as required to accomplish the mission assignment.

### **III. Debris Management Organization and Staff Responsibilities**

#### **A. Debris Response and Recovery Primary and Support Agencies**

One of the primary functions of this Plan is to clearly delineate a basic organization and assign specific responsibilities. During the conduct of debris operations, many issues will arise that are not specifically mentioned in this Plan. However, responsibilities are sufficiently defined so that unexpected issues can be assigned and resolved efficiently.

Specific responsibilities of the various primary and supporting agencies are shown in the sections that follow:

##### **1. Department of Public Works**

The Department of Public Works responsibilities include, but are not limited to, the following with respect to any and all debris management issues:

- Designate the Deputy Director of Public Works as the Debris Manager to oversee debris clearance and removal operations in the County.
- Provide a DMC Liaison Officer to the County Emergency Operations Center to coordinate debris requests and actions as required.
- Provide coordination with the Public Information Officer (PIO) to coordinate all media reports on debris operations.
- Provide for personnel and equipment to assist in clearing major evacuation routes and access to critical facilities.
- Provide for personnel and equipment to operate and staff the Debris Contractor Oversight Team (DCOT) element of the DMC, including communications equipment, transportation, etc.
- Provide for personnel and equipment to remove and dispose of debris through the Public Works Debris Contractor (s).

Primary Point of Contact: *Deputy Director, DPW 804-365-6181*

##### **2. Department of Transportation (DOT)/Department of Highway Maintenance**

The Virginia Department of Transportation's responsibilities include, but are not limited to, the following with respect to any and all debris management activities:

- Provide initial personnel and equipment to remove and dispose of debris through the Public Works/Solid Waste/Environmental Services Debris Coordinator (Phase 1).
- Provide initial VDOT Debris Coordinator to coordinate all VDOT personnel and equipment debris assignments

- Provide personnel and equipment to initiate the clearing of emergency evacuation routes and access to critical facilities throughout the County (Phase I) as directed by the VDOT Debris Coordinator.
- Ensure that the VDOT representative is provided all needed logistics support, including cell phone, transportation, etc.
- Ensure that the VDOT Debris Coordinator keeps the Debris Manager informed of clearing progress and any problems encountered or expected.

Primary Point of Contact: *VDOT Residency Administrator 804-752-5511*

### **3. Department of Parks and Recreation (PR)**

The Department of Parks & Recreation's responsibilities include, but are not limited to, the following with respect to any and all debris management activities:

- Provide a PR Debris Coordinator to coordinate all PR debris assignments.
- Provide personnel and equipment to assist Public Works in clearing major evacuation routes and access to critical facilities (Phase I).
- Provide personnel and equipment to assist in the removal and disposal of debris (Phase II) as directed by the Debris Manager through the PR Debris Coordinator.
- Provide specialized equipment and trained operators to assist in the clearing and removal of woody vegetation from along critical rights-of-way.
- Ensure that debris removal from parks and recreational facilities is coordinated through and approved by the Debris Manager through the PR Debris Coordinator.
- Ensure that the PR Debris Coordinator is provided all needed logistical support, including cell phones, transportation, etc.
- Ensure that the PR Debris Coordinator keeps the Debris Manager informed of cleanup progress and any problems encountered or expected.
- Assist in debris management site investigations.

Primary Point of Contact: *Director of Parks & Recreation 804-365-4695*

### **4. Fire and Emergency Medical Services**

- Respond to fire and other emergencies at debris management sites.
- Respond to request to investigate and handle hazardous materials incidents.
- Approve debris management burn sites in accordance with appropriate local requirements to ensure safe burning.



- Issue bans on open burning based upon assessment of local conditions and ensure dissemination of information to the public.
- Supervise burn sites in accordance with all appropriate local requirements to ensure safe burning, subject to amendments by the Health Department and/or Fire Marshall.

Primary Point of Contact: *Chief of Fire/EMS 804-365-6195*

## **5. Police / Sheriffs Department**

- Assist in monitoring illegal dumping activities.
- Assist in monitoring debris management sites to ensure compliance with local traffic regulations.
- Coordinate traffic control at all loading sites and at entrances to and from debris management sites

Primary Point of Contact: *Sheriff 804-365-6110*

## **6. Department of Public Utilities**

Coordinate debris removal and disposal requirement at Department of Public Utilities facilities with the Debris Manager.

Primary Point of Contact: *Director DPU 804-365-6019*

## **7. Electric Power Company**

Coordinate with the Debris Manager with regards to debris removal along electrical easements and rights-of-way to ensure that all lines are de-energized.

- Provide a debris liason to the EOC.
- Provide personnel and equipment to the Rapid Response Team.

Primary Point of Contact: *800-826-1027 Fire Police Rescue Center @ Virginia Dom.*

# **B. Debris Response and Recovery Organization and Responsibilities**

This section of the Plan provides a listing of primary debris-related responsibilities for directors and managers, as well as debris-specific assignments for tasks and issues that normally arise during debris operations.

## **1. Debris Manager**

The Deputy Director of Public Works will assume the role of the County Debris Manager. This individual's responsibilities include, but are not limited to, the following with respect to any and all debris management issues:

- Overall control of the DMC.
- The Debris Manager will appraise the extent of damage and resulting debris and issue directives to the appropriate Debris Coordinators who in turn will notify their departments to execute the tasking as defined by their department's Standard Operating Guidelines.
- Receive regular updates from the Public Works Debris Coordinators regarding cleanup progress and any problems encountered or expected.
- Identify agency staff members or contractors (pre-positioned) for debris management monitoring duties (Roving, Load Site and Disposal Site Monitors).
- Provide yearly training and refresher training for all personnel assigned to debris management monitoring responsibilities.
- Coordinate training requirements with Human Resources.
- Communicate timely information to the County Administrator and the County EOC staff regarding the status of the debris clearing, removal, and disposal operations.
- Assure that the County is represented at all meetings with other government and private agencies involved with the debris cleanup operation.
- Coordinate with appropriate County, State, and Federal agencies, including FEMA, USACE, and others as appropriate.
- The Debris Manager will fully implement the debris plan upon notification by the County Emergency Manager. This will likely occur during Level III and Level IV emergencies.
- Implement the following notification system to rapidly notify appropriate staff as to where and when to report for duty. This system must be kept up-to-date to ensure key staff can readily be reached. The notification system should be maintained in such a manner that notification can be made at any time.
- The Debris Manager is responsible for the daily operation and control of staff. The Debris Manager will receive current information on the severity of the disaster from the DMC Liaison Officer. All requests for debris removal or disposal from the emergency response staff will go through the DMC Liaison Officer to the Debris Manager. Requests for debris removal from public facilities and roadways will be reviewed and approved by the DMC Coordinator before being directed to the appropriate DMC Coordinators to implement the request.

**Level I** – Involves an event likely to be within the capabilities of local government and results in only limited (does not require involvement beyond the duty officer and several assistants) need for State assistance. Typical daily activities continue while

the event is monitored. Notification is limited to those State agencies that have normal day-to-day emergency responsibilities or regulatory requirements. If the event occurs during non-duty hours, the duty officer may be required to report to the EOC to monitor the situation and respond to requests for State assistance.

**Level II** – Involves any event that has the potential to develop into an emergency or disaster and will likely require the assistance of at least two or three County agencies. A limited staff will be in place in the EOC staffed with County EOC personnel and those agencies essential to the response. Twenty-four hour staffing may be required. Daily activities are altered to accommodate the situation. All applicable State agencies are alerted.

**Level III** – Involves an event which has become, or is becoming, an emergency or disaster and requires significant County and State response and possible Federal response and recovery assistance (local government capabilities clearly exceeded). The direction and control, primary resources, mass care, and environmental and natural resources groups are at least partially staffed on a 24-hour basis in the EOC. Support agencies are alerted and most County EOC personnel are assigned to emergency/disaster functions. The governor will declare a State of Emergency. The County EOP is implemented. FEMA Emergency Response Team A (ERT-A) and State Liaison may be requested.

**Level IV** - Involves a declared disaster, which requires an County and State response where the State and local governments are clearly overwhelmed. The County EOC is fully staffed for 24-hour operations by all of the primary County agencies. The State requests implementation of the Federal Response Plan and the presence of the FEMA Region III State Liaison and the ERT-A, if not previously requested.

Point of Contact: *Deputy Director of Public Works 804-365-6181*

## **2. Deputy Debris Manager**

The Debris Manager will be supported by a joint debris staff made up of personnel from Public Works and other County department staff personnel. The joint staff will constitute the daily operating element of the DMC/EOC.

- The Deputy Debris Manager will ensure that all Contractor debris removal, processing and disposal operations are properly monitored utilizing personnel assigned to the Debris Contractor Oversight Team and Coordinators.
- The Deputy Debris Manager will keep the Debris Manager and EOC staff informed on all ongoing debris management operations through, at a minimum, daily meetings and/or reports.
- The Deputy Debris Manager will maintain a daily journal and file on all debris related documents and issues.
- Implement and Coordinate operations of TDSRs, loading, and Disposal/Recycling locations collection sites, processing and final disposition of materials.
- Point of Contact: *Chief of Public Works Operations 804-365-6181*

### **3. Emergency Operations Center Debris Liaison Officer**

The EOC Debris Liaison Officer will be located at the County EOC and will be responsible for coordinating with the DMC staff all requests for debris activities initiated by the County EOC staff.

Point of Contact: *Director of PW 804-365-6181*

### **4. Temporary Debris Site Removal Coordinator(s)**

The Debris Site Coordinator will:

- Maintain a listing of all available equipment identified for possible debris clearing and disposal missions.
- Coordinate all debris sites and processing sites (TDSRs) assignments approved by the Deputy Debris Manager.
- Ensure that required logistical support is available, including cell phone, transportation, etc.
- Ensure that the Deputy Debris Manager is kept informed of site status and as well as any problems encountered or expected.
- Assist with production transportation and final disposition coordination.

Primary Point of Contact: *Waste Disposal Supervisor, Waste Collection Supt., Waste Services Supt. 804-365-6181*

### **5. Debris Collection Team Coordinator**

The Debris Collection Team Coordinator will:

- Maintain a listing of all equipment and crews utilized in curbside collection or debris contracted.
- Request Roving monitors agency (with vehicles) to work with each contracted crew.
- Ensure all roving monitors have proper supplies and equipment.
- Assign daily collection areas.
- Collect tickets and other documentation.
- Keep Debris Manager informed of progress and problems.
- Document daily activities.

Primary Point of Contact: *Department of Public Works Chief of Engineering,  
Transportation Engineer, Airport Manager, Erosion Control Supervisor*

## **6. VDOT**

The VDOT Debris Coordinator will:

- Maintain a listing of all available VDOT equipment identified for possible debris removal and disposal missions.
- Ensure that required logistical support is available, including cell phone, transportation, etc.
- Ensure that the Debris Manager and PIO are kept informed of cleanup progress and any problems encountered or expected.

Primary Point of Contact: *VDOT Residency Administrator 804-752-5511*

## **7. Department of Parks and Recreation Debris Coordinator**

The PR Debris Coordinator will:

- Maintain a listing of all available PR equipment identified for possible debris removal and disposal missions.
- Coordinate all PR debris assignments approved by the Debris Manager.
- Ensure that required logistical support is available, including cell phone, transportation, etc.
- Ensure that the Debris Manager is kept informed of cleanup progress and any problems encountered or expected.

Point of Contact: *Director of Parks and Recreation 804-365-4695*

## **8. Debris Management Staff at EOC**

The DMC is organized to provide a central location for the coordination and control of all debris management requirements. It will be located at Fire Training (EOC).

The DMC organizational diagram shown in Figure 1 identifies the DMC staff positions required to coordinate the actions necessary to remove and dispose of debris using both County and Contractor assets.

Specific DMC staff actions will include the following:

- Making recommendations for County force account and Contractor work assignments and priorities based on the County Debris Control Zones. Appendix B contains a map showing the boundaries of the various Debris Control Zones.

- Reporting on debris removal and disposal progress, and preparing status briefings.
- Providing input to the EOC PIO on debris removal and disposal activities.
- Coordinating with the State on debris issues affecting adjacent counties.
- Coordinating County debris removal and disposal operations with solid waste managers and environmental regulators from the DEQ.
- Coordinating with the following Federal agencies in the event of a major natural or man-made debris-generating disaster that exceeds the County's capabilities:
  - Federal Emergency Management Agency (FEMA)
  - U.S. Army Corps of Engineers (USACE)
  - Local Office of the Federal Bureau of Investigation (FBI)

## **9. Public Information Officer**

The PIO will develop a proactive information management plan. Emphasis will be placed on actions that the public can perform to expedite the cleanup process. Flyers, newspapers, radio, and TV public service announcements will be used to encourage public cooperation for such activities as:

- Separating burnable and non-burnable debris;
- Segregating Household Hazardous Waste (HHW);
- Placing disaster debris at the curbside;
- Keeping debris piles away from fire hydrants and valves;
- Reporting locations of illegal dump sites or incidents of illegal dumping;
- Segregating recyclable materials; and
- Disseminate pickup schedules through the local news media.

Point of Contact: *Hanover County PIO 804-365-6500*

## **10. School Debris Coordinator**

The School Debris Coordinator will:

- Maintain a listing of all available PR equipment identified for possible debris removal and disposal missions.
- Coordinate all PR debris assignments approved by the Debris Manager.

- Ensure that required logistical support is available, including cell phone, transportation, etc.
- Ensure that the Debris Manager is kept informed of cleanup progress and any problems encountered or expected.

Point of Contact: *School Facilities Superintendent 804-396-4572*

## **11. Finance**

Finance will have responsibility for all FEMA reimbursements as well as any other financial means.

Point of Contact: *Director of Finance 804-365-6015*

## **12. Human Resources**

Human Resources will control the phone bank to ensure the citizens' needs are met.

Point of Contact: *Director of Human Resources 804-365-6075*

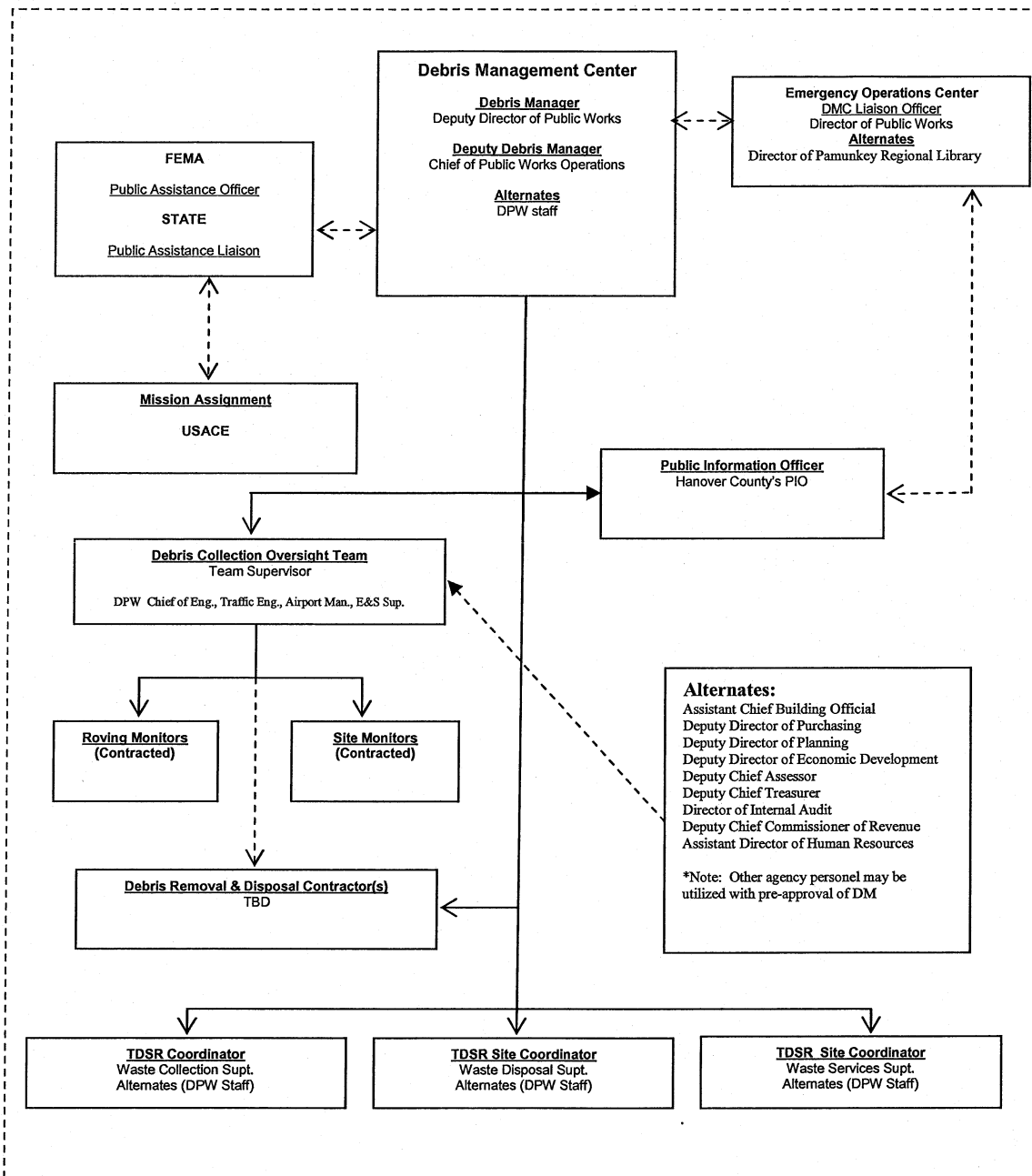
## **13. Purchasing**

Emergency and non-emergency of goods and services:

Provide Safety Risk Manager to work with the Debris Manager. Ensure all contractors are licensed to operate in Virginia.

Point of Contact: *Director of Purchasing 804-365-6103*

**Figure 1 - Debris Management Center Organization Chart**





#### ***IV. Debris Management Response and Recovery Operations***

The Debris Manager will be the single point of contact to coordinate and control all personnel and equipment responding to a major debris-generating event. This Plan provides guidance for the efficient and effective control and coordination of initial debris assessments through debris clearance, removal, and disposal operations.

##### **A. Damage Assessment Teams**

The County Debris Manager is responsible for coordinating impact assessment for all County public structures, equipment, and debris clearance immediately following a large-scale disaster. Impact assessments are performed by Damage Assessment Teams (Building Inspectors and Assessors Office) and used to prioritize impacted areas and resource needs. The teams will be composed of personnel from Building Inspections, and Assessors.

The EOC Public Works Liaison will have the primary mission of coordinating the efforts of Public Works personnel to identify debris impacts on critical roads and make initial estimates of debris quantities. Based on this prioritization, the Debris Manager will issue urgent assignments to clear debris from at least one lane on all evacuation routes and identified primary and secondary roads to expedite the movement of emergency service vehicles such as fire, police, and medical responders in coordination with VDOT. A listing of Critical Facilities is provided in Appendix C. A Priority Primary Road Clearance List is found in Appendix D.

Damage Assessment Teams will conduct initial zone-by-zone windshield surveys to identify the type of debris and to estimate amounts of debris on the roadways and on private and public property. The results of the windshield surveys will be provided to Debris Manager and to the DMC Liaison Officer located at the County EOC.

The Debris Manager will establish initial priority for debris clearance based upon the following ranking as provided by the Damage Assessment Teams:

- Extrication of people.
- Major flood drainage ways.
- Egress for fire, police, and Emergency Operations Center.
- Ingress to hospitals, jail, TDSRs, convenience centers, transfer station, and special care unit.
- Major traffic routes.
- Supply distribution points and mutual aid assembly areas.
- Government facilities.
- Public Safety communications towers.
- American Red Cross shelters.

- Secondary roads to neighborhood collection points.
- Access for utility restoration.
- Neighborhood streets.
- Private property adversely affecting public welfare.

During the debris clearance and removal process, the EOC staff will be responsible for coordinating with the Debris Coordinators and other utility companies (such as telephone and cable TV) as appropriate to ensure that power lines do not pose a hazard to emergency work crews.

## **B. Phase I – Initial Response**

For ease of control and coordination, debris management operations are divided into two phases.

Phase I will be implemented immediately after a debris-generating event to open emergency evacuation routes and roadways to critical facilities and affected neighborhoods. The major emphasis during this phase is to simply push debris from the traveled way to the right-of-way or curb. This activity is commonly referred to as Debris Clearance. Little or no effort is made to remove debris from the right-of-way.

Hanover County and VDOT will be responsible for implementing all Phase I activities with support as required. Requests for additional assistance will be submitted to the Debris Manager located at the EOC.

Phase I activities include:

- Implementation of the Debris Management Plan.
- Determination of incident-specific debris management responsibilities.
- Establishment of priorities based on evacuation needs and prediction models.
- Identification and opening of debris management sites.
- Activation of pre-positioned contracts, if necessary to support Phase I clearance operations.
- Implementation of Public Information Plan.
- Coordination and tracking of resources.
- Formal documentation of costs.

### **C. Phase II - Recovery**

Phase II will be implemented within two to five days following a major debris-generating event, and will encompass the processes of debris removal and disposal. This delay is normal and allows time for affected citizens to return to their homes and begin the cleanup process. Emergency debris sites will be opened.

The Debris Manager will be responsible for implementing all Phase II activities. County agencies will be responsible for immediately responding to collection sites (see attachment 3). All debris removal and disposal operations will be coordinated by the Debris Manager located at the EOC. Phase II may be quite lengthy as disaster recovery continues until pre-disaster conditions are restored.

Phase II activities include:

- Activation of pre-positioned contracts.
- Opening of convenience centers, TS and TDSR sites.
- Notification to citizens of debris removal procedures.
- Activation of debris management sites.
- Removal of debris from critical public facilities.
- Movement of debris or processed material from debris management sites to permanent landfills or other locations.
- Final documentation of costs for reimbursement, as applicable.

### **D. Phase II Debris Removal and Disposal Overview**

The general concept of debris removal operations includes multiple, scheduled passes by each critical site, location, or right-of-way if directed. This manner of scheduling debris removal allows residents to return to their properties and bring debris to the edge of the right-of-way as property restoration proceeds.

The County has been divided into 17 Debris Control Zones (Sheriff Beat Maps) to control and expedite debris-removal and disposal operations (please refer to Appendix B for zone delineation). The estimated quantity of debris that would be generated by a Category 2 Hurricane for each Debris Control Zone is shown below in Table 1. Estimated debris quantities for Hurricane Categories 1 through 5 are shown in Table 2.

Hanover's Debris Contractors have provided a fixed price for debris removal and disposal. The Contractor is only required to dispose of materials at any one or more of the currently approved CDD and MSW landfills in the area. In the event that additional landfill capacity is required all MSW or CDD debris can be disposed of at the Shoosmith Brothers Landfill. A list of the names and addresses of these landfills is on page 27.

**Table 1 - Debris Control Zone Estimates**

Zone Number	Estimated Number of Single Family Homes	Estimated Quantity of Debris from Category 2 Hurricane (CY)
1	2463	17,352
2	2181	15,369
3	2421	17,059
4	1417	9,984
5	1237	8,715
6	3867	27,248
7	2764	19,477
8	2015	14,199
9	2495	17,579
10	2855	20,116
11	970	7,779
12	731	5,151
13	3266	22,976
14	3456	24,848
15	1690	11,908
16	1381	9,729
17	1021	7,194

**Table 2 - Estimated Debris Quantities for Hanover County**

Category 1	74 - 95 mph
Category 2	96 - 100 mph
Category 3	111 - 130 mph
Category 4	131 - 155 mph
Category 5	156+ mph

**Estimated Debris Quantities**

Population: 98724

Estimated damage @ 50% of total single family homes

	Units	Category 1	Category 2	Category 3	Category 4	Category 5
Single Family Homes Affected (=Pop./3)	32908	16454	16454	16454	16454	16454
Category Factor	C	2	8	26	50	80
Vegetation Factor	V	1.5	1.5	1.5	1.5	1.5
Commercial Density	B	1	1	1	1	1
Precipitation	S	1.3	1.3	1.3	1.3	1.3
Q = H(C)(V)(B)(S)	CY	64,171	256,682	834,218	1,604,265	2,566,824

**Debris Reduction Site Requirements**

1 Acre (ac)

10 Feet Stack Height

Total Volume per Acre

Q

Acres Required

Road Buffers, etc.

Square Miles Required

CY	64,171	256,682	834,218	1,604,265	2,566,824
ac	4	16	52	100	160
ac	7	27	87	166	266
Sq. Miles	0.0	0.0	0.1	0.3	0.4

**Debris Classification**

Clean Woody Debris

Mixed C&D

Burnable

Soil

Metals

Landfilled

CY	19,251	77,005	250,265	481,280	770,047
CY	44,919	179,678	583,952	1,122,986	1,796,777
CY	18,866	75,465	245,260	471,654	754,646
CY	2,246	8,984	29,198	56,149	89,839
CY	6,738	26,952	87,593	168,448	269,517
CY	17,069	68,278	221,902	426,734	682,775

**NOTE:** To customize Table 2, double click on the table in the electronic version of this document and fill in the population of the jurisdiction.

**E. Phase II Debris Removal and Disposal Operations**

The Debris Manager and staff will coordinate debris removal and disposal operations for all portions of the County. Phase II operations involve the removal and disposal of curbside debris by Contractor crews. County hired debris removal and disposal Contractor operations will be overseen by the Debris Contractor Oversight Team (DCOT).

Under this Plan, mixed debris will be collected and hauled from assigned Debris Control Zones to County designated debris management sites or to designated landfill locations. Clean woody debris will be hauled to the nearest designated vegetative debris management site for eventual burning or grinding. A listing of debris management sites can be found in Appendix E.

The County's pre-positioned contracts provide for CDD disposal. Although not specified by the Plan, the Ashcake CDD Landfill located in central Hanover County, has available capacity to respond to disaster generated debris. All disaster related debris is required to be taken to a Virginia Department of Environmental Quality (DEQ) permitted disposal site(s).

The primary tracking mechanism for all debris loaded, hauled, and disposed of under this plan will be the Load Ticket, which is shown in Figure 2. Load tickets will be initiated at pickup sites and closed-out upon drop-off of each load at a debris management site or permanent landfill, and are to be used to document both County force account and Contracted haulers. Load tickets will serve as supporting documentation for Contractor payment as well as for requests for reimbursement from federal grant programs (FEMA) and mutual aid recipients.

**Figure 2 - Sample Load Ticket**

<b>COUNTY OF HANOVER LOAD TICKET</b>		<b>Ticket No.</b> 000001
<b>Section 1</b>		
<b>Prime Contractor:</b>		<b>Date:</b>
<b>Subcontractor (Hauler):</b>		<b>Departure Time:</b>
<b>Driver:</b>		<b>Truck Plate No.:</b>
<b>Measured Bed Capacity (cu. yds.):</b>		
<b>Debris Pickup Site Location:</b> (must be a street address)		
<b>Debris Type:</b> <input type="checkbox"/> Vegetation <input type="checkbox"/> Construction & Demolition <input type="checkbox"/> Mixed <input type="checkbox"/> Other: _____		
<b>Loading Site Monitor:</b> Print Name: _____ Signature: _____		
<b>Remarks:</b>		
<b>Section 2</b>		
<b>Debris Disposal Site Location:</b>		
<b>Estimate Debris Quantity (cu. yds.):</b>		<b>Arrival Time:</b>
<b>Disposal Site Monitor:</b> Print Name: _____ Signature: _____		
<b>Remarks:</b>		
Copies:    White – Load Site Monitor                      Green – Disposal Site Monitor Canary, Pink, Gold – Onsite Contractor's Representative or Driver		

For tracking of all debris moved in response to a given event, the following is the disposition of each ticket part:

- Part 1        (White) Load Site Monitor (Turned in daily to the DM/EOC)
- Part 2        (Green) Disposal Site Monitor (Turned in daily to the DM/EOC)
- Part 3        (Canary) Driver or Contractor's on-site representative (Contractor Copy)
- Part 4        (Pink) Driver or Contractor's on-site representative (Contractor Copy)
- Part 5        (Gold) Driver or Contractor's on-site representative (Driver/Subcontractor Copy)

## **1. Debris Contractor Oversight Team**

The DCOT is responsible for the coordination, oversight, and monitoring of all debris removal and disposal operations performed by private Contractors (see Appendix F, Debris Contract Oversight Team Standard Operating Guidelines).

The DCOT Supervisor and team members will be detailed from County departments as required. The DCOT team will be supported with contracted monitors and other personnel as needed.

The DCOT team supervisor will be located at the designated site and will provide roving monitors, described below. Specific responsibilities include the following:

- Planning and conducting debris management site inspections, quality control, and other Contractor oversight functions.
- Receiving and reviewing all debris load tickets that have been verified by a Debris Site Monitor (see description below).
- The Team Supervisor will make daily assignments (including maps) and forward documentation to DMC.
- Making recommendations to the Debris Manager regarding distribution of force account and Contractor work assignments and priorities.
- Reporting on progress and preparation of status briefings.
- Providing input to the DMC PIO on debris cleanup activities and pickup schedules.

The DCOT Supervisors will oversee the activities of the roving monitors. The functions and responsibilities of the field monitors are described below (see Appendix G, Debris Removal and Disposal Monitoring Plan).

### **a. Roving Monitors**

Teams of Roving Monitors will be assigned to specific Debris Control Zones or to a specific Contractor crews depending upon the distribution of work assignments. The Roving Monitors' mission is to act as the "eyes and ears" for the Debris Manager and DCOT Supervisor to ensure that all contract requirements, including safety, are properly implemented and enforced.

Staff to fulfill the Roving Monitor positions will be provided by under contract to the county. Roving Monitors will have the authority to monitor contractor operations and to report any problems back to the DCOT Supervisor. Roving Monitors may request contract compliance, but do not have the authority to otherwise direct Contractor operations or to modify the contract scope of work.

In addition, Roving Monitors shall do the following:

- Assist in the measuring of all Contractor trucks and trailer with the Contractors representative. Take photographs of all trucks and trailers.

- Obtain and become familiar with all debris removal and disposal contracts for which they are providing oversight.
- Prepare a daily written report of all Contractor activities observed to include photographs.

Debris Site Coordinators will submit daily written reports to the Deputy Debris Manager outlining their observations with respect to the following:

- Is the Contractor using the site properly with respect to layout and environmental considerations?
- Has the Contractor established lined temporary storage areas for ash, household hazardous wastes, and other materials that can contaminate soil and groundwater?
- Observe all phases of debris management operation, to include loading sites, debris management sites, and final landfill sites.
- Has the Contractor established environmental controls in equipment staging areas, fueling, and equipment repair areas to prevent and mitigate spills of petroleum products and hydraulic fluids?
- Are plastic liners in place under stationary equipment such as generators and mobile lighting plants?
- Has the Contractor established appropriate rodent control measures?
- Are burn sites constructed and operating in accordance with the plans and requirements in Appendix H?
- Periodically monitor each debris management site to ensure that operations are being followed as specified in the applicable Debris Removal and Disposal Contract with respect to local and Federal regulations and the Debris Removal and Disposal Monitoring Plan (Appendix G).
- Has the Contractor establish procedures to mitigate smoke, dust, noise, and traffic flow?

b. Load and Processing Site Monitors

- Load Site Monitors will be stationed at designated Contractor debris loading sites. The Load Site Monitors' primary function is to verify that debris being picked up is eligible under the terms of the contract.
- Load Site Monitor positions will be staffed from Department of Public Works and supplemented by other County department personnel depending on the magnitude of the debris-generating event. Load Site Monitors will be assigned to each Contractor's debris loading and processing site within



designated Debris Control Zones, and will initiate and sign load tickets as verification that the debris being picked up is eligible.

- Estimate cubic yardage being sent off site and document and report to collection site coordinator.

c. Disposal Site Monitors

Disposal Site Monitors will be located at both debris management sites and landfill sites as identified by the DMC through out the recovery process. The Disposal Site Monitors' primary function is to ensure that accurate load quantities are being properly recorded on pre-printed load tickets (see Figure 2).

At each debris management site and landfill disposal site, the Contractor will be required to construct and maintain a monitoring station tower for use by the Disposal Site Monitor. The Contractor will construct the monitoring station towers of pressure treated wood with a floor elevation that affords the Disposal Site Monitor a complete view of the load bed of each piece of equipment being utilized to haul debris. The Contractor will also provide each site with chairs, table, and portable sanitary facilities.

The Disposal Site Monitor will estimate the quantity (in cubic yards or tons) of debris in each truck/trailer entering the Contractor's selected temporary debris management site or landfill disposal site and will record the estimated quantity on pre-numbered debris load tickets. The Contractor will only be paid based on the number of cubic yards or tons of material deposited at the disposal site as recorded on debris load tickets. This is to be done on all types of debris removal contracts and force account vehicles.

Disposal Site Monitors will be staffed by contract personnel. The Disposal Site Monitors will be stationed at all debris management sites and landfill disposal sites for the purpose of verifying the quantity of material being hauled by the Contractor. The Disposal Site Monitor will be responsible for closing out and signing each load ticket and returning a copy to the Site Coordinator at the end of each day.

**2. Franchise Garbage Contractors**

Franchise garbage Contractors will continue to pickup refuse in accordance with current procedures, routes, and removal schedules. They will not haul disaster debris unless expressly authorized by the Debris Manager.

**3. Household Hazardous Waste and White Goods Drop-Off Locations**

The Debris Manager will identify one or more Household Hazardous Waste (HHW) drop-off locations within the county. Contractors will be encouraged to separate HHW at the curb and not haul it to a Debris Management Site. Residents will be encouraged to separate and transport HHW to pre-identified drop-off points. Deputy Debris Manager will coordinate with local DEQ officials for the collection of eligible industrial or commercial hazardous waste resulting from the disaster.

The County's six Solid Waste Convenience Centers accept paints, solvents, gasoline, diesel, fuel oil, car batteries, motor oil and anti-freeze. Items from residents are exempt

from regulation. Materials such as herbicides and pesticides will be accepted at a facility constructed under the County's pre-positioned contract(s). These materials would be removed either using an existing Central Virginia Waste Management Authority (CVWMA) contract or the service would be procured.

White goods will not be collected curbside as with other debris. Hanover County will require the residents to follow standard operating procedures in that the residents will be required to deliver their white goods to one of the Convenience Center's or the Transfer Station. One of the County's certified operators will remove the Freon prior to recycling.

#### **4. Utility Company Property**

Virginia Power and Rappahannock Electric and other utility crews will remove and dispose of all utility related debris such as, power transformers, utility poles, cable, and other utility company material.

#### **5. Equipment Assets**

A table summarizing the equipment that details the equipment that Public Works and Parks and Recreation currently has in inventory that could be used to assist with debris removal is included in Appendix I.

#### **6. Contractor Debris Removal and Disposal Operations**

The County recognizes that disasters may generate debris of types and quantities that exceed the County's capabilities. Thus, the County has implemented a pre-positioned contracting process to have Contractors on stand-by to respond within a pre-determined period to assist in requested aspects of the debris operation.

The Debris Manager or his or her authorized representative will contact the firm(s) holding pre-positioned contract personnel; debris removal and disposal contract(s) and advise them of impending conditions. The scope of the pre-positioned contract provides for the removal and lawful disposal of all natural disaster-generated debris, excepting household, industrial, or commercial hazardous waste. Debris removal will be limited to County-maintained streets, roads, and other public rights-of-way based on the extent of the disaster. Debris removal will be limited to disaster related material placed at or immediately adjacent to the edge of the rights-of-way by residents within 17 designated Debris Control Zones which coincide with the Sheriff Zones and Beat Maps.

Each Contractor, upon receipt of notice to proceed, will mobilize such personnel and equipment as necessary to conduct the debris removal and disposal operations detailed in the Contractor's General Operations Plan (required by the Debris Removal and Disposal Contract). All Contractor operations will be subject to review by the Debris Manager.

The Contractor will make multiple, scheduled passes of each site, location, or area impacted by the disaster according to assigned Debris Control Zones and as directed by the Debris Manager. Schedules will be provided to the Hanover County PIO for publication and notification by the news media.

The load ticket, coupled with inspections by Roving Monitor, Load/Processing Site Monitor, and Disposal Site Monitors, will be the primary mechanism for monitoring Contractor performance and tracking quantities for pay purposes.

Federal support will be requested if the incident is beyond the County's capability and its Contractors. The USACE may be tasked by FEMA through the mission assignment process to provide the necessary support to the County.

If tasked by FEMA, USACE will respond by providing trained and experienced Debris PRTs that are responsible for managing the debris mission from removal to final disposal. These tasks are accomplished utilizing pre-awarded contracts to private industry Contractors experienced in debris removal operations. The USACE also has Debris Subject Matter Experts available to provide advice and support to the Contractor and the EOC staff.

## **7. Temporary Debris Management Sites**

The County recognizes the economic benefits of debris volume reduction, and will realize this benefit through the use of local debris management sites for processing of clean woody debris. The County has identified pre-designated vegetative debris management sites for the sole purpose of temporarily storing and reducing clean woody debris through either burning or grinding. A listing of debris management sites is located in Appendix E.

Contractors will operate the debris management sites made available by the County. Each Contractor will be responsible for all site setup, site operations, rodent control, closeout, and remediation costs at each of its sites. The Contractor is also responsible for the lawful disposal of all by-products of debris reduction that may be generated.

The Contractor will restore the debris management sites as close to the original condition as is practical so that it does not impair future land uses. All sites are to be restored to the satisfaction of the Deputy Debris Manager with the intent of maintaining the utility of each site.

Contractors are also expected to haul and manage construction and demolition (C&D) waste. C&D materials will be hauled to debris management sites for temporary sorting and storage until final disposal arrangements are made.

It is important to note that all material that is not able to be reused or recycled deposited at debris management sites will eventually be taken to a properly permitted landfill or other permitted facility for final disposal. Under certain circumstances, the Debris Manager may direct Contractors to bypass C&D debris management sites and approve the hauling of mixed C&D debris directly to a properly permitted landfill for disposal.

While residents will be encouraged to segregate HHW, small amounts of HHW may be mixed in with material deposited at the debris management sites. Therefore, the Contractor must be prepared to place any HHW in a separate enclosed and lined area for temporary storage, and must report any accumulation of HHW at the debris management sites to the DCOT staff. The DCOT staff will notify the Deputy Debris Manager, who will coordinate for removal and disposal.

## **8. FEMA Recovery Policy-Stump Extraction and Removal**

The purpose of this stump description is to establish criteria to reimburse applicants for removing eligible hazardous stumps from public or, where authorize, private property.

Public Assistance regulations authorize reimbursement for the removal of debris from public and private land when it is in the public interest. Such removal is in the public interest when it is necessary to: eliminate immediate threats to life, public health and safety, or eliminate immediate threats of significant damage to improved public or private property; or to ensure economic recovery of the affected community to the benefit of the community at large. Trees that are uprooted during a disaster event such that all of parts of their roots are exposed may pose an immediate threat to public health and safety.

When a disaster event uproots a tree or stump (i.e., 50% or more of root ball is exposed) on a right-of-way, improved public property or improved property owned by certain private nonprofit organizations, and the exposed root ball poses an immediate threat to life, public health and safety, FEMA may provide supplemental assistance to remove, transport, dispose, and provide fill for the root cavity of an uprooted tree or stump. The Federal Emergency management Agency (FEMA) will reimburse applicants reasonable cost for this type of work only when uprooted stumps are more than 24 inches in diameter (measured two feet from the ground), with the consensus of the Applicant and the State, and is approved in advance by FEMA, using the attached Hazardous Stump Worksheet.

- If it is necessary to remove an uprooted stump before it can be inspected by FEMA because it poses threat that must be dealt with immediately, the applicant must submit documentation, to FEMA including photographs, that establishes its location on public property, specifics on the threat, stump diameter measured two feet up the trunk from ground, quantity of material to fill the hole, and any special circumstances.
- FEMA will reimburse applicants for extraction, transport and disposal of stumps with a diameter of 24 inches or smaller, at the unit cost rate of regular vegetative debris, using the attached Stump Conversion Table, as such stumps do not require special equipment.
- FEMA will reimburse applicants at the unit cost rate (usually cubic yards) for normal debris removal for all stumps, regardless of size, place on the rights-of-way by others (i.e., contractors did not extract them from public property or property of eligible Private Non Profit organization). In such instances, applicants do not incur additional cost to remove these stumps-the same equipment is used to pick up "regular" debris can be used to pick up these stumps.
- If an applicant incurs additional costs in picking up large stumps (over 24 inches in diameter) from rights-of-way, it should complete the Hazardous Stump Worksheet and present documentation to FEMA in advance for consideration.
- Stumps with less than 50% of their root ball exposed should be cut flush at ground level, and the cut portion included with regular vegetative debris. Straightening or bracing of trees is not eligible for reimbursement.

## **Debris Operations-Hand-Loaded Trucks and Trailers**

The purpose of this information is to describe the Federal Emergency Management Agency (FEMA) will use to reimburse applicants for eligible debris removal accomplished with trucks and trailer load physically by hand, rather than with mechanical equipment.

The policy is applicable to all major disasters and emergencies declared on or after the date of publication. It is intended for all personnel involved in the administration and execution of the Public Assistance Program, including applicants.

Debris removal companies under contract with local governments have frequently supplemented their vegetative debris removal operations by hiring subcontractors who modify their trucks and trailers by extending sidewalls with plywood or other materials to increase the vehicle's load capacity. Because of the tenuous nature of these improvements, operators typically load these vehicles physically by hand. The inefficiencies associated with loading these trucks or trailers by hand, instead of using mechanical equipment, effectively negates the increased capacity advantages of these vehicles. Hand loading cannot achieve compaction levels comparable to mechanically loaded vehicles. Further, the unit cost for transporting debris is based on mechanical loading of trailers and trucks.

FEMA performed studies throughout the State of Florida following the four devastating hurricanes in 2004 and determined that a mechanically-loaded vehicle had a weight-to-volume ratio at least twice that of hand-loaded vehicles. In other words, vehicles of the same measured capacity that were loaded by mechanical equipment and reasonably compacted carried at least twice the volume of debris as those loaded physically by hand. FEMA has therefore determined it is not reasonable to reimburse applicants-for hand-loaded vehicles and mechanically loaded vehicles-at the same rate.

Debris monitors located at temporary or final debris disposal sites will reduce the observed capacity of each hand-loaded truck or trailer load by 50% because of the low compaction achieved by hand-loading. For example, if a 40 cubic yard (CY) hand-loaded truck or trailer arrives at debris management or disposal site, and it appears to be 100 percent full, the actual quantity of debris in the truck or trailer will be recorded as 20 CY  $\{(40 \text{ CY}/2) * 100\}$ . In the same manner, if the truck or trailer appears half full, the load will be recorded as 10 CY  $\{(40 \text{ CY}/2)*50\}$ . The maximum amount recorded for a hand-loaded vehicle will be 50%. The maximum amount recorded for a hand-loaded vehicle will be 50% of its measured capacity.

### **Safety Risk**

The Hanover County Safety Risk Manager (804-365-6227) will ensure that all debris collection, processing and disposal will follow the County's approved standards. The Safety Risk Manager will meet with County personnel and contractors to review health and safety standards. The debris health and safety requirements are found in the county's publication title "Hanover County Safety Practices" found in the Hanover County Department of Public Works office at the County Complex.

FEMA will reimburse applicants on the basis of capacities calculated in VII-A.

FEMA Recovery Policy –RP9523.12

### **Richmond Area Landfills**

**623 Landfill (SWP 506)**  
**Goochland County, VA**  
**804-749-3805**

**Ashcake Road Landfill (SWP 574)**  
**Hanover County, VA**  
**804-798-2374**

**Shoosmith Landfill (SWP 587)**  
**Chesterfield County, VA**  
**804-748-5823**

**Waste Management (SWP 531)**  
**Charles City County, VA**  
**804-827-9206**

**Allied Waste Services (SWP 553)**  
**Henrico County, VA**  
**804-226-6197**

**Richmond Waste Services (SWP 524)**  
**Henrico County, VA**  
**804-226-2460**



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# RECOVERY DIVISION FACT SHEET

## DEBRIS REMOVAL APPLICANT'S CONTRACTING CHECKLIST

### Overview

To be eligible for reimbursement under the Public Assistance Program, contracts for debris removal must meet rules for Federal grants, as provided for in 44 CFR Part 13.36 *Procurement* ([http://www.access.gpo.gov/nara/cfr/waisidx\\_04/44cfr13\\_04.html](http://www.access.gpo.gov/nara/cfr/waisidx_04/44cfr13_04.html)). Public Assistance applicants should comply with their own procurement procedures in accordance with applicable State and local laws and regulations, provided that they conform to applicable Federal laws and standards identified in Part 13. The following guidance is provided to assist Public Assistance applicants in the procurement process.

### Contracting Process Checklist

- ☐ Use competitive bidding procedures. Complete and document a cost analysis to demonstrate price reasonableness on any contract or contract modification where adequate price competition is lacking, as detailed in 44 CFR 13.36(f).
- ☐ Provide a clear and definitive scope of work and monitoring requirements in the request for proposals/bids. Use acceptable emergency contracting procedures that include an expedited competitive bid process only if time does not allow for more stringent procedures.
- ☐ Require bidders to provide copies of references, licenses, financial records, and proof of insurance and bonding.
- ☐ Obtain review from your legal representative of your procurement process and any contract to be awarded to ensure they are in compliance with all Federal, State, and local requirements.
- ☐ Document procedures used to obtain/award contracts (procurement information, bid requests and tabulations, etc).
- ☐ Use load ticket requirement to record with specificity (e.g., street address) where debris is picked up and the amount picked up, hauled, reduced and disposed of.

***FEMA will, when requested by applicants, assist in the review of debris removal contracts. However, such a review does not constitute approval.***

Prepared By: Public Assistance Branch - Date Prepared: April 10, 2006 - Page 1 of 4



**FEMA**

# **RECOVERY DIVISION FACT SHEET**

## **DEBRIS REMOVAL APPLICANT'S CONTRACTING CHECKLIST**

### **Contract Provisions Checklist**

**All contracts must contain/reflect the following provisions:**

- ☐ All payment provisions must be based on unit prices.
- ☐ No payments may be based on time and material costs unless limited to work performed during the first 70 hours of actual work following a disaster event.
- ☐ That payment will be made only for debris that FEMA determines eligible, referencing FEMA regulations and Public Assistance guides and fact sheets. (This is an optional provision to protect the applicant, and is used only following a major disaster declaration.)
- ☐ An invoice provision requiring contractors to submit invoices regularly and for no more than 30-day periods.
- ☐ A "Termination for Convenience" clause allowing contract termination at any time for any reason.
- ☐ A reasonable limit on the period of performance for the work to be done.
- ☐ A subcontract plan including a clear description of the percentage of the work the contractor may subcontract out and limiting use of subcontractors to only those you approve.
- ☐ The preference that the contractor use mechanical equipment to load and reasonably compact debris into the trucks and trailers.
- ☐ The requirement that the contractor provide a safe working environment, including properly constructed monitoring towers.
- ☐ Option of a unit price for extracting from ground and removing FEMA-eligible stumps (only for stumps with diameters larger than 24 inches, measured 24 inches above the ground, and with 50% or more of the root ball exposed), or including all stumps in the unit price.

Prepared By: Public Assistance Branch - Date Prepared: April 10, 2006 - Page 2 of 4





**FEMA**

# **RECOVERY DIVISION FACT SHEET**

## **DEBRIS REMOVAL APPLICANT'S CONTRACTING CHECKLIST**

### **Contract Provisions Checklist - Continued**

**All contracts must contain/reflect the following provisions:**

- ☐ Requirement that all contract amendments and modifications be in writing.
- ☐ Requirement that contractor obtain adequate payment and performance bonds and insurance coverage.

### **Pre-Disaster and Stand-By Contracts Checklist**

- ☐ The solicitation for a pre-disaster contract must adequately define in the proposed scope of work all the potential types of debris, typical haul distances, and size of events for which the contract may be activated.
- ☐ You may request bids for multiple scenarios for varying sizes of events.
- ☐ To ensure reasonable debris removal costs, award pre-disaster debris removal contracts based on either unit prices (volume or weight) or time and material.
- ☐ If the contract is awarded on a time and material basis, it should be limited to no more than 70 hours of actual clearance and removal operations.
- ☐ After the initial 70-hour period, payment should be on a unit price basis (volume or weight).



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# RECOVERY DIVISION FACT SHEET

## DEBRIS REMOVAL APPLICANT'S CONTRACTING CHECKLIST

### Avoidance Checklist

- ☐ **DO NOT:** Award a debris removal contract on a sole-source basis.
- ☐ **DO NOT:** Sign a contract (including one provided by a contractor) until it has been thoroughly reviewed by your legal representative.
- ☐ **DO NOT:** Allow any contractor to make eligibility determinations, since only FEMA has that authority.
- ☐ **DO NOT:** Accept any contractor's claim that it is "FEMA certified." FEMA does not certify, credential, or recommend debris contractors.
- ☐ **DO NOT:** Award a contract to develop and manage debris processing sites unless you know it is necessary, and have contacted the State for technical assistance concerning the need for such operations. Temporary debris storage and reduction sites are not always necessary.
- ☐ **DO NOT:** Allow separate line item payment for stumps 24 inches and smaller in diameter; these should be treated as normal debris.
- ☐ **DO NOT:** "Piggyback" or utilize a contract awarded by another entity. Piggybacking may be legal under applicable state law; however, the use of such a contract may jeopardize FEMA funding.
- ☐ **DO NOT:** Award pre-disaster/stand-by contracts with mobilization costs or unit costs that are significantly higher than what they would be if the contract were awarded post-disaster. Such contracts should have variable mobilization costs depending upon the size of the debris work that may be encountered.

## Stump Conversion Table

### Diameter to Volume Capacity

The quantification of the cubic yards of debris for each size of stump in the following table was derived from FEMA field studies conducted throughout the State of Florida during the debris removal operations following Hurricanes Charley, Frances, Ivan and Jeanne. The following formula is used to derive cubic yards:

$$\frac{[(\text{Stump Diameter}^2 \times 0.7854) \times \text{Stump Length}] + [(\text{Root Ball Diameter}^2 \times 0.7854) \times \text{Root Ball Height}]}{46656}$$

0.7854 is one-fourth Pi and is a constant.

46656 is used to convert cubic inches to cubic yards and is a constant

The formula used to calculate the cubic yardage used the following factors, based upon findings in the field:

- Stump diameter measured two feet up from ground
- Stump diameter to root ball diameter ratio of 1:3.6
- Root ball height of 31"

Stump Diameter (Inches)	Debris Volume (Cubic Yards)	Stump Diameter (Inches)	Debris Volume (Cubic Yards)
6	0.3	46	15.2
7	0.4	47	15.8
8	0.5	48	16.5
9	0.6	49	17.2
10	0.7	50	17.9
11	0.9	51	18.6
12	1	52	19.4
13	1.2	53	20.1
14	1.4	54	20.9
15	1.6	55	21.7
16	1.8	56	22.5
17	2.1	57	23.3
18	2.3	58	24.1
19	2.6	59	24.9
20	2.9	60	25.8
21	3.2	61	26.7
22	3.5	62	27.6
23	3.8	63	28.4
24	4.1	64	29.4
25	4.5	65	30.3
26	4.8	66	31.2
27	5.2	67	32.2
28	5.6	68	33.1
29	6	69	34.1
30	6.5	70	35.1
31	6.9	71	36.1
32	7.3	72	37.2
33	7.8	73	38.2
34	8.3	74	39.2
35	8.8	75	40.3
36	9.3	76	41.4
37	9.8	77	42.5
38	10.3	78	43.6
39	10.9	79	44.7
40	11.5	80	45.9
41	12	81	47
42	12.6	82	48.2
43	13.3	83	49.4
44	13.9	84	50.6
45	14.5		

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**Applicant Representative:** \_\_\_\_\_

Signature: \_\_\_\_\_

FEMA Representative (if available) \_\_\_\_\_

Signature: \_\_\_\_\_

State Representative (if available): \_\_\_\_\_

Signature: \_\_\_\_\_

[illegible]

## **9. Load Ticket Disposition**

The Load Ticket will be a 5-part pre-printed form (see sample in Figure 2).

At initiation of each load, the Load Site Monitor will fill out all items in Section 1 of the Load Ticket and will retain Part 1 (White Copy). The remaining copies will be given to the driver and carried with the load to the disposal site.

Upon arrival at the disposal site, the driver will give all four copies to the Debris Collection Site Monitor. The Disposal Site Monitor will complete Section 2 of the Load Ticket and retain Part 2 (Green). Parts 3, 4, and 5 will be given either to the Contractor's on-site representative or to the truck driver for subsequent distribution.

All trucks will be measured by the Contractor and DM staff before the operation begins and periodically rechecked throughout the operation.

The Contractor will be paid based on the number of cubic yards of eligible debris hauled per truckload. Payment for hauling debris will only be approved upon presentation of Part 4 (Pink) of the Load Ticket with the Contractor's invoice.

Load tickets will also be completed and retained for County force account vehicles as a primary mechanism for tracking debris quantities deposited at debris management sites.

## **10. Temporary Debris Management Site Setup and Closeout Procedures**

The Contractor will be responsible for preparing and closing out a temporary debris management site in accordance with the specifications in the Debris Removal and Disposal Contract and guidance contained in Appendix H.

## **11. Private Property Debris Disposal**

Dangerous structures are the responsibility of the owner to demolish in order to protect the health and safety of adjacent residents. However, experience has shown that unsafe structures will often remain in place due to lack of insurance or absentee landlords. Care must be exercised to ensure that the County properly identifies structures listed for demolition.

The Debris Manager will coordinate with the County and State and FEMA Public Assistance Officers regarding:

- Demolition of private structures.
- Removing debris from private property.
- Local law and/or code enforcement requirement.
- Historic and archaeological sites restrictions.
- Qualified environmental Contractors to remove hazardous materials such as asbestos and lead-based paint.

- Execution of Right-of Entry/Hold Harmless agreements with landowners. A sample Right-of-Entry/Hold Harmless agreement is shown in Appendix H. Weapons of Mass Destruction/Terrorism Event

The handling and disposal of debris generated from a Weapons of Mass Destruction (WMD) or terrorism event will exceed the capabilities of the County and will require immediate Federal assistance.

Normally, a WMD or terrorism event will, by its very nature, require all available assets and involve many more Federal and adjacent State and County departments and agencies. The nature of the waste stream as well as whether or not the debris is contaminated will dictate the necessary cleanup and disposal actions. Debris handling considerations that are unique to this type of event include:

- Much of the affected area will likely be a crime scene. Therefore, debris may be directed to a controlled debris management site by State and/or Federal law enforcement officials for further analysis.
- The debris may be contaminated by chemical, biological, or radiological contaminants. If so, the debris will have to be stabilized, neutralized, containerized, etc. before disposal. In such an occurrence, the operations may be under the supervision and direction of a Federal agency and one or more specialty Contractors retained by that agency. The presence of contamination will influence the need for pretreatment (decontamination), packaging and transportation.
- The type of contaminant will dictate the required capabilities of the personnel working with the debris. Certain contaminants may preclude deployment of resources that are not properly trained or equipped.

The Debris Manager will continue to be the single point of contact for all debris removal and disposal issues within the County. Coordination will be exercised through the USACE ESF #3 Branch located at the designated FEMA Disaster Field Office.

In this type of event, the County will become a supporting element to the U.S. Army Corps of Engineers, U.S. Environmental Protection Agency (USEPA), and/or the Department of Energy (DOE) and will operate as defined in the USACE WMD Emergency Response Plan (to be published).

## ***V. Administration and Logistics***

All County departments and agencies will maintain records of personnel, equipment, load tickets, and material resources used to comply with this Plan. Such documentation will then be used to support reimbursement from any Federal assistance that may be requested or required.

All County departments and agencies supporting debris operations will ensure 24-hour staffing capability during implementation of this plan, if the emergency or disaster requires or as directed by the Debris Manager.

All County departments are responsible for the annual review of this Plan in conjunction with the annual update to the County/EOP. It will be the responsibility of each tasked department and

agency to update its respective portion of the Plan and ensure any limitations and shortfalls are identified and documented, and work-around procedures developed, if necessary.

The review will consider such items as:

- Changes in Mission
- Changes in Concept of Operations
- Changes in Organization
- Changes in Responsibility
- Changes in desired contracts
- Changes in pre-Positioned contracts
- Changes in priorities

This Plan also may be updated as necessary to ensure a coordinated response as other Debris Management Plans are developed. Surrounding jurisdiction may also develop Debris Management Plans that should be coordinated with the County's Plan and other plans. This coordination is especially important with respect to allocation of resources such as temporary staging areas and disposal facilities.

## **APPENDIX A**

### **ACRONYMS AND DEFINITIONS**



## **APPENDIX A**

### **ACRONYMS AND DEFINITIONS**

#### **LIST OF ACRONYMS**

AC	Acre
ACI	Advance Contracting Initiative (USACE)
C&D	Construction and Demolition
CY	Cubic Yard
DCOT	Debris Contractor Oversight Team
DEQ	Department of Environmental Quality
DHHS	Department of Health and Human Services
DM/EOC	Debris Management/Emergency Operation Center
DM	Debris Manager
DDM	Deputy Debris Manager
DMC	Debris Management Center
DPW	Department of Permitting Services
DPW	Department of Public Works
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GSA	General Services Administration
HHW	Household Hazardous Waste
OEM	Office of Emergency Management
PIO	Public Information Officer
PRT	Planning and Response Team
SWS	Solid Waste Services
USACE	U.S. Army Corps of Engineers
USEPA	U.S. Environmental Protection Agency
WMD	Weapons of Mass Destruction

## DEFINITIONS

**Burning** – Reduction of woody debris by controlled burning. Woody debris can be reduced in volume by approximately 95% through burning. Air curtain burners are recommended because they can be operated in a manner to comply with clean-air standards.

**Chipping or Mulching** – Reducing wood related material by mechanical means into small pieces to be used as mulch or fuel. Woody debris can be reduced in volume by approximately 75%, based on data obtained during reduction operations. The terms “chipping” and “mulching” are often used interchangeably.

**Construction, Demolition and Land-Clearing Wastes** – Any type of solid waste resulting from land-clearing operations, the construction of new buildings or remodeling structures, or the demolition of any building or structure.

**Debris** - Scattered items and materials that were broken, destroyed, or displaced by a natural disaster. Examples: trees, construction and demolition material, personal property.

**Debris Clearance** – Clearing the major road arteries by pushing debris to the roadside to accommodate emergency traffic.

**Debris Removal** – Picking up debris and taking it to a temporary storage site or permanent landfill.

**Department of Public Works (DPW)** – Department typically responsible for clearing debris from the roads and rights-of-way.

**Division of Solid Waste** – Division typically responsible for managing and overseeing the collection and disposal of garbage, trash, construction debris, and disaster related debris; typically responsible for managing and overseeing the collection of municipal solid waste, construction debris, recyclables, and disaster-related debris and also for operating local public landfills and composting sites.

**Federal Response Plan** – A plan that describes the mechanism and structure by which the Federal government mobilizes resources and conducts activities to address the consequences of any major disaster or emergency that overwhelms the capabilities of State and local governments.

**Final Debris Disposal** – Placing mixed debris and/or residue from volume reduction operations into an approved landfill.

**Force Account Labor** – In this context, State, tribal or local government employees engaged in debris removal activities within their own jurisdiction.

**Garbage** – Waste that is normally picked up by contractor or resident. Examples: food, plastics, wrapping, papers.

**Hazardous Waste** – Any waste or combination of wastes of a solid, liquid, contained gaseous or semisolid form which because of its quantity, concentration, or physical, chemical, or infectious characteristics may:

- Cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness; or
- Pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

Also includes material and products from institutional, commercial, recreational, industrial and agricultural sources that contain certain chemicals with one or more of the following characteristics, as defined by the Environmental Protection Agency: 1) Toxic, 2) Flammable, 3) Corrosive; and/or 4)

Reactive. Such wastes may include, but are not limited to, those that are persistent in nature, assimilated, or concentrated in tissue or which generate pressure through decomposition, heat, or other means. The term does not include solid or dissolved materials in domestic sewage or solid dissolved materials in irrigation return flows, or industrial discharges, which are point sources subject to state or federal permits.

**Household Hazardous Waste (HHW)** – Used or leftover contents of consumer products that contain chemicals with one or more of the following characteristics, as defined by the Environmental Protection Agency: 1) Toxic, 2) Flammable, 3) Corrosive and/or 4) Reactive. Examples of household hazardous waste include small quantities of normal household cleaning and maintenance products, latex and oil based paint, cleaning solvents, gasoline, oils, swimming pool chemicals, pesticides, and propane gas cylinders.

**Hot Spots** – Illegal dumpsites that may pose health and safety threats.

**Illegal Dumping** – Dumping garbage and rubbish, etc., on open lots is prohibited. No garbage, refuse, abandoned junk, solid waste or other offensive material shall be dumped, thrown onto, or allowed to remain on any lot or space within the County.

**Industrial Waste** – Any liquid, gaseous, solid, or other waste substance, or a combination thereof resulting from any process of industry, manufacturing, trade, or business or from the development of any natural resources.

**Monitoring** – Actions taken to ensure that a Contractor complies with the contract scope of work.

**Mutual Aid Agreement** – A written understanding between communities, states, or other government entities delineating the process of providing assistance during a disaster or emergency. (See FEMA Response and Recovery Directorate Policy Number 9523.6, “Mutual Aid Agreements for Public Assistance”, dated August 17, 1999.)

**Recycling** – The recovery and reuse of metals, soils, and construction materials that may have a residual monetary value: The County encourages the voluntary participation of all of its residents to reduce the waste stream through recycling. Residents are strongly encouraged to recycle all items that are recyclable and throw away for ultimate landfill disposal only those items, which cannot be recycled. Special containers are provided at numerous manned recycling and solid waste centers for the storage and collection of:

- Mixed Paper
- Green glass
- Brown glass
- Clear glass
- Aluminum and bi-metal beverage cans
- PET plastic milk jugs
- HDPE plastic drink bottles
- Used motor oil and anti-freeze
- Lead acid batteries
- Scrap metals and appliances including refrigerators, stoves, water heaters, etc.
- Composts including leaves, limbs, brush, and yard wastes

**Rights-of-Way** – The portions of land over which facilities, such as highways, railroads, or power lines are built. Includes land on both sides of the highway up to the private property line.

**Scale/Weigh Station** – A scale used to weigh trucks as they enter and leave a landfill. The difference in weight determines the tonnage dumped and a tipping fee may be charged accordingly. Also may be used to determine the quantity of debris picked-up and hauled.

**Sweeps** – The number of times a contractor passes through a community to collect all disaster-related debris from the rights-of-way. Usually limited to three passes through the community.

**Temporary Debris Storage and Reduction (TDSR) Site** – A location where debris is temporarily stored until it is sorted, processed, and reduced in volume and/or taken to a permanent landfill.

**Tipping Fee** – A fee based on weight or volume of debris dumped that is charged by landfills or other waste management facilities to cover their operating and maintenance costs. The fee also may include amounts to cover the cost of closing the current facility and/or opening a new facility.

**Trash** – Non-disaster related yard waste, white metals, or household furnishings placed on the curbside for pickup by local solid waste management personnel. Not synonymous with garbage.

**United States Army Corps of Engineers (USACE)** – The primary missions of the USACE are the design and management of construction projects for the Army and Air Force, and to oversee various flood control and navigation projects. The USACE may be tasked by FEMA to direct various aspects of debris operations when direct Federal assistance, issued through a mission assignment, is needed.

**Volume Reduction Operations** – Any of several processes used to reduce the volume of debris brought to a temporary debris storage and reduction site. It includes chipping and mulching of woody debris, shredding and baling of metals, air curtain burning, etc.

**White Metals** – Household appliances such as refrigerators, washers, dryers, and freezers.

## **APPENDIX B**

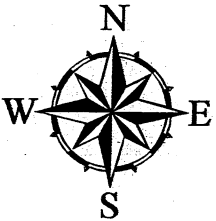
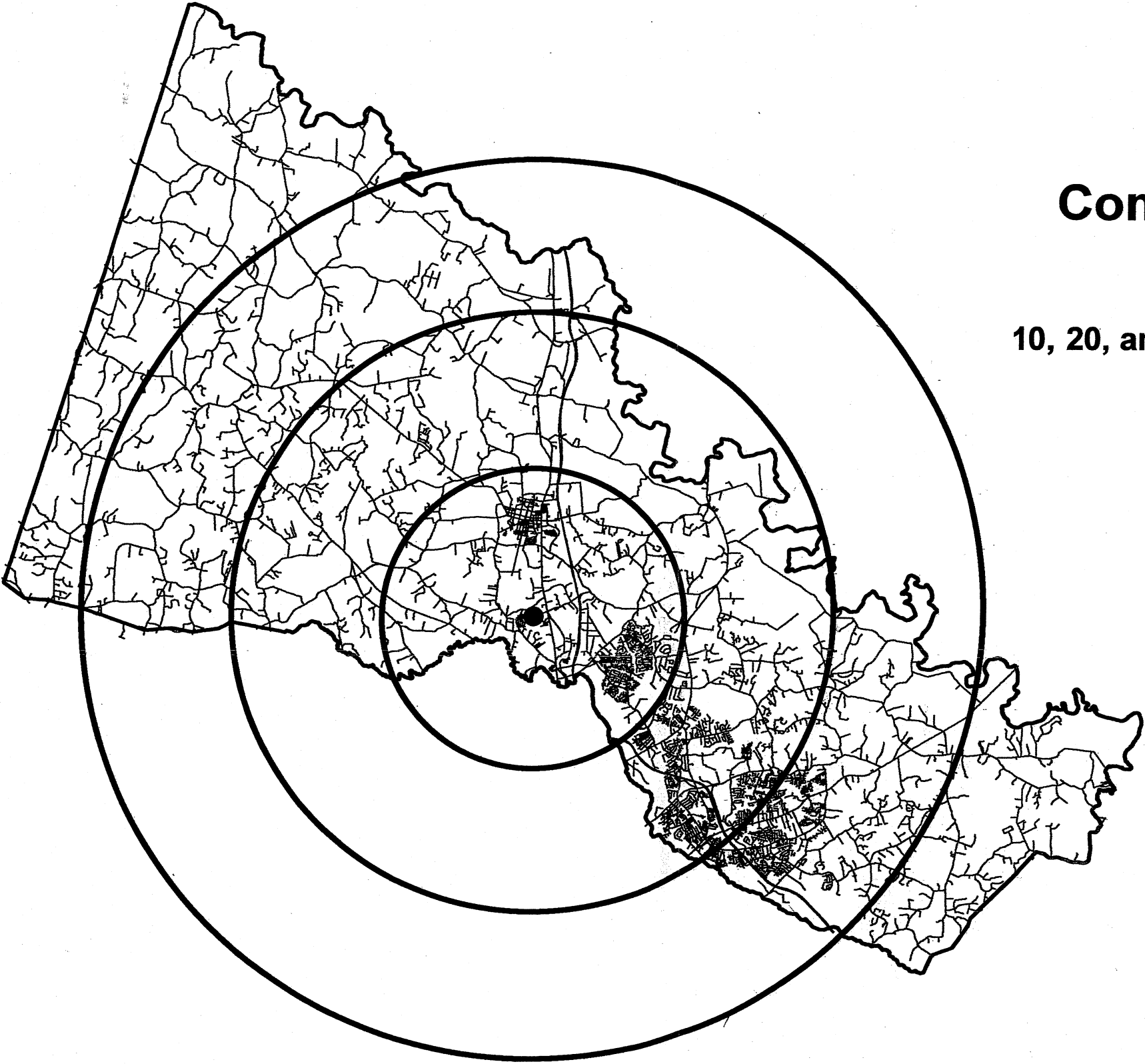
### **DEBRIS CONTROL ZONE INDEX MAP**

**Hanover County**

**Attached**

# Elmont Solid Waste Convenience Center

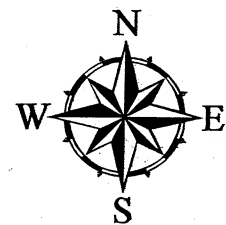
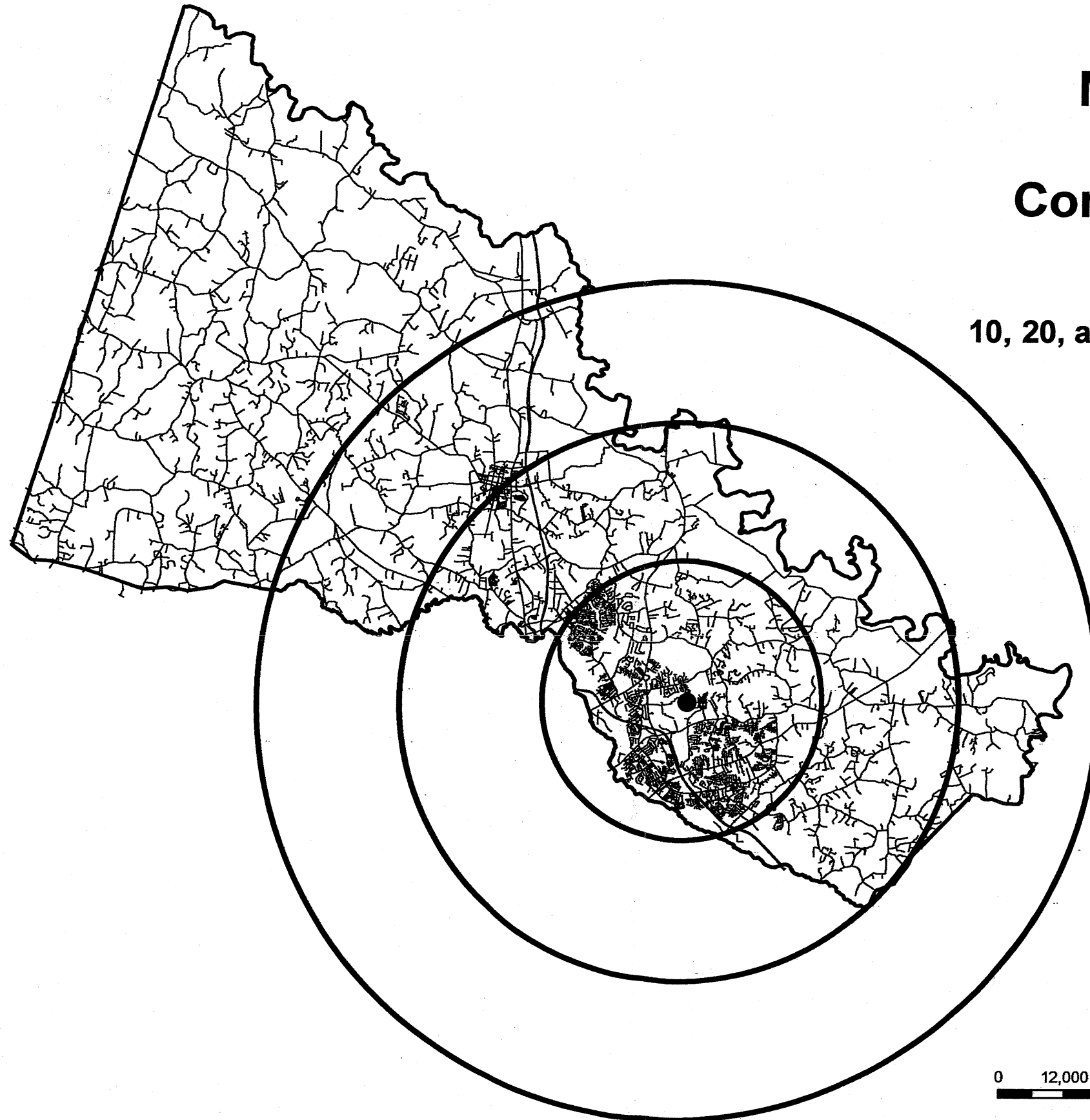
10, 20, and 30 Mile Designation Area's



0 11,500 23,000 46,000 69,000 92,000 Feet

# Mechanicsville Solid Waste Convenience Center

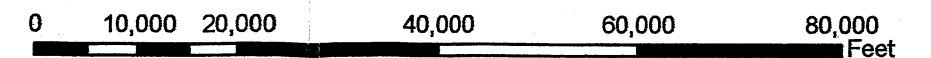
10, 20, and 30 Mile Designation Area's



0 12,000 24,000 48,000 72,000 96,000 Feet

# 301 Transfer Station

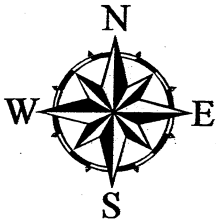
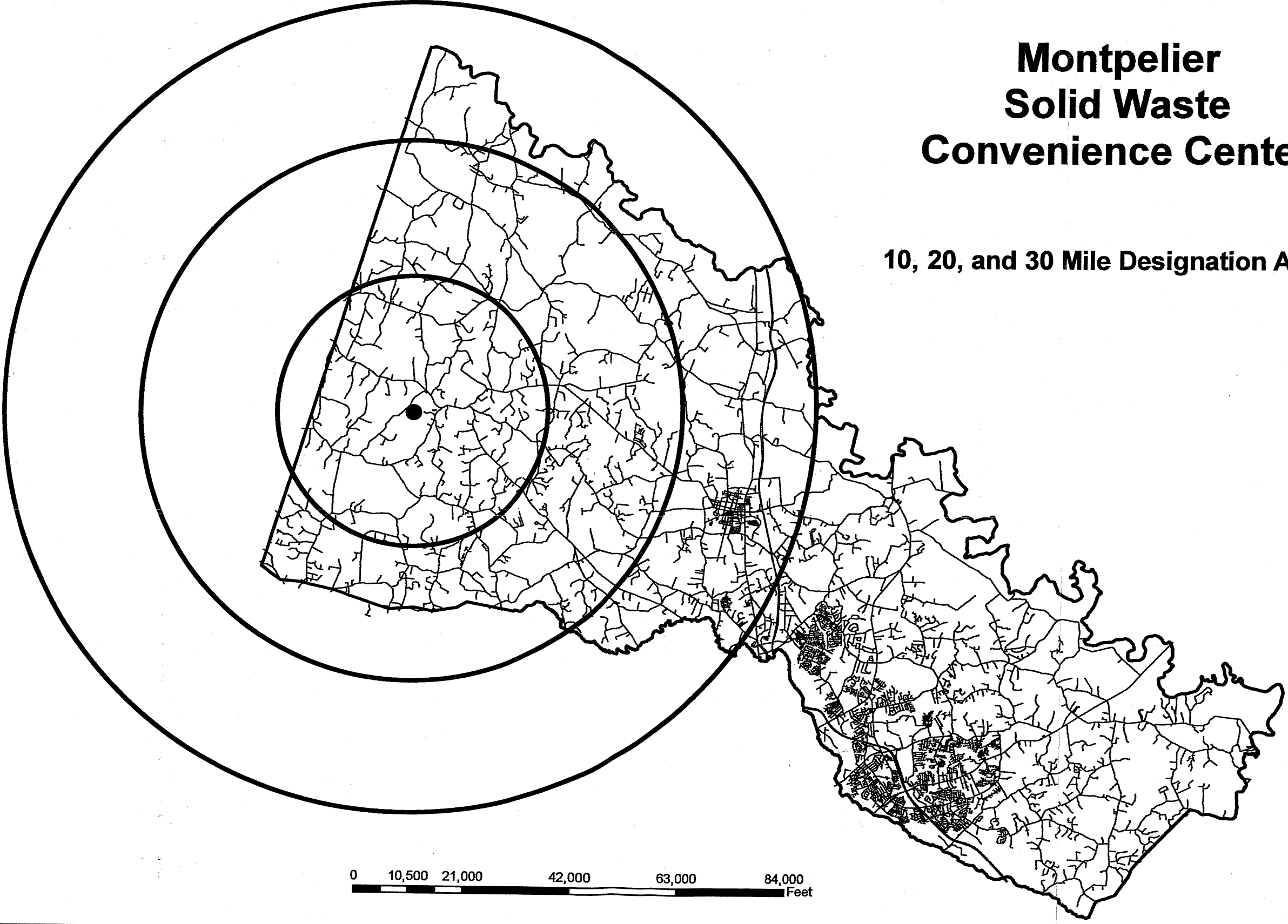
10, 20, and 30 Mile Designation Area's





# Montpelier Solid Waste Convenience Center

10, 20, and 30 Mile Designation Area's



0 10,500 21,000 42,000 63,000 84,000 Feet

**APPENDIX C**

**CRITICAL FACILITIES**

**Hanover County**

## **Critical Facilities**

### **Tier 1**

Memorial Regional

Station 5 (EOC)

Public Utilities, Water Treatment Facilities and Waste Water Plants

Roads, only the major arteries. Routes 33, 54, 360, 301, and 1

The schools that are designated as shelters (Hanover High, Liberty and Patrick Henry)

### **Tier 2**

Convenience Centers and Transfer station

Fire stations

Rest of the County administrations buildings

## **APPENDIX D**

### **PRIMARY ROAD CLEARANCE LIST**

**Hanover County**

Routes 1, 33, 54, 301, and 360 are the top priority routes. Most of the traffic is in the east end of the county which averages 2,500 vehicles per day. As for the west end of the county, it averages about 1,000 vehicles per day.

Rank	Road	ADT	E/W of I-95
1	Meadowbridge Rd	19,000	E
2	Pole Green Rd	18,000	E
3	Atlee Station Rd	12,000	E
4	Bell Creek Rd	12,000	E
5	Sliding Hill Rd	12,000	E
6	Creighton Rd	11,000	E
7	Shady Grove Rd	11,000	E
8	Cold Harbor Rd	11,000	E
9	Lee Davis Rd	9,600	E
10	Atlee Rd	8,600	E
11	Air Park Rd	8,400	E
12	New Ashcake Rd	7,000	E
13	Walnut Grove Rd	6,000	E
14	Lewistown Rd	5,100	E
15	Ashcake Rd	5,100	E
16	Studley Rd	4,500	E
17	Rural Point Rd	4,200	E
18	Old Church Rd	3,800	E
19	Market Rd	3,400	E
20	Cool Spring Rd	3,200	E
21	Telegraph Rd	2,500	E
1	Lewistown Rd	6,800	W
2	Ashland Rd	5,100	W
3	Peaks Rd	3,800	W
4	Cedar Lane	3,600	W
5	Beaver Dam Rd	3,100	W
6	St. Peters Church Rd	2,500	W
7	Elmont Rd	2,500	W
8	Howards Mill Rd	2,500	W
9	Old Washington Hwy	2,300	W
10	Pouncey Tract Rd	2,300	W
11	Pinhook Rd	2,100	W
12	Blanton Rd	2,000	W
13	Shiloh Church Rd	1,800	W
14	Woodson Mill Rd	1,800	W
15	Verdon Rd	1,700	W
16	Dogwood Trail Rd	1,700	W
17	Old Ridge Rd	1,700	W
18	Scotchtown Rd	1,700	W
19	Bethany Church Rd	1,600	W
20	Rockville Rd	1,500	W
21	Winns Church Rd	1,500	W
22	Center Street	1,400	W
23	Taylors Creek Rd	1,300	W
24	Vontay Rd	1,300	W
25	South Anna Dr.	1,300	W

6	Cauthorne Rd	1,200	W
	Gwathmey Church		
27	Rd	1,200	W
28	Teman Rd	1,200	W
	Beaverdam School		
29	Rd	1,200	W
30	Karen Dr.	1,200	W
31	Country Club Dr	1,200	W
32	Spring Rd	1,100	W
33	Belsches Rd	1,100	W
34	Greenwood Road	1,100	W
35	Mt. Hermon Rd	1,100	W
36	Yowell Rd	1,100	W
37	Waltons Tavern Rd	1,100	W
38	Robert Terrell Rd	1,100	W
	Horseshoe Bridge		
39	Rd	1,000	W
40	Chewning Rd	1,000	W

## **APPENDIX E**

### **TEMPORARY DEBRIS STAGING AND REDUCTION SITES**

**Hanover County**

## Debris Management Sites

<u>Sites</u>	<u>Solid Waste</u>	<u>Vegetative</u>	<u>CDD</u>
Elmont CC	X	X	X
Beaverdam CC	X		
Doswell CC	X		
Montpelier CC	X	X	X
Courthouse CC	X		
Mechanicsville CC	X	X	X
Verdi CC	X	X	X
Verdi East		X	
301 Transfer Station	X	X	X



## ADDRESSES FOR LANDFILL & CONVENIENCE CENTERS

Rt. 301 Waste Transfer Station	Rt. 820		
7301 Courtland Farm Road	537-5344	23069	
Beaverdam Convenience Center	Rt. 715		
18400 Beaverdam Road	449-9115	23015	
Doswell Convenience Center	Rt. 688		
11224 Doswell Road	876-3331	23047	
Elmont Convenience Center	Rt. 783		
11045 Lewistown Road	752-6753	23005	
Mechanicsville Convenience Center	Rt. 710		
7427 Verdi lane	746-0316	23111	
Montpelier Convenience Center	Rt. 715		
15188 Clazemont Road	883-5997	23192	
Route 301 Convenience Center	Rt. 820		
7301 Courtland Farm Road	365-6287	23069	

# Emergency Operating Centers

Customer Name	House#	Street	Suffix (Dr, Rd, etc)	City	Zip Code	Lat/Long	Generator Y/N	Phone# On-site
Hanover Emergency Operation Center		13326 Hanover Courthouse Rd.	Road	Hanover	23069	Lat 37-38-42 Long 77-21-31	Yes	(804) 537-6195
Mechanicsville Solid Waste Conv. Cntr	7427 Verdi Lane		Lane	Mechanicsville	23111	Lat 37-45-03 Long 77-21-25	N	(804) 746-0316
301 Transfer Station	7301 Courtland Farm Road		Road	Hanover	23069	Lat 37-42-32 Long 77-28-35	N	(804) 537-5344
Elmont Solid Waste Conv. Cntr	11045 Lewistown Road		Road	Elmont	23059	Lat 37-49-03 Long 77-41-45	N	(804) 752-6753
Montpelier Solid Waste Conv. Cntr	15188 Clazemont Road		Road	Montpelier	23192	Lat 37-51-17 Long 77-29-50	N	(804) 883-5997
Doswell Solid Waste Conv. Cntr	11224 Doswell Road		Road	Doswell	23047	Lat 37-54-49 Long 77-39-28	N	(804) 876-3331
Beaverdam Solid Waste Conv. Cntr	18400 Beaverdam Road		Road	Beaverdam	23015	Lat 37-45-03 Long 77-21-25	N	(804) 449-9115
Courthouse Solid Waste Conv. Cntr	7301 Courtland Farm Road		Road	Hanover	23069		N	(804) 730-6287

24 Hour Contact  
Phone # Dominion Account #

(804) 365-6140

Solid Waste DP 5332926160, DP DP=  
Services (all sites) 7503905841 Dominion  
Power

Steve Chidsey (804)  
752-2157 DP 6313878701

Ray Lee (804) 798-  
5351 DP 4535500005

Wayne Wadlington REC=Rap  
(804) 781-0511 . Electric  
Co-op REC7271520000

REC9271520000

REC 5571520000, REC  
5471520000

DP 8389970949

## **APPENDIX F**

### **DEBRIS CONTRACTOR OVERSIGHT TEAM STANDARD OPERATING GUIDELINES**

# **DEBRIS CONTRACTOR OVERSIGHT TEAM STANDARD OPERATING GUIDELINES**

## **DEBRIS REMOVAL AND DISPOSAL OPERATIONS**

### **General**

The Debris Manager and EOC staff will coordinate debris removal and disposal operations for all portions of the County. Phase II operations involve the removal and disposal of curbside debris by County force account and private contractors. While County agencies will provide oversight of their own removal operations, contractor operations will be overseen by the Debris Contractor Oversight Team (DCOT).

Mixed debris will be collected and hauled from assigned Debris Control Zones to designate TDSR sites or to designate landfill locations. Clean woody debris will be hauled to the nearest designated vegetative TDSR site for eventual burning or grinding.

Load tickets will be used to track all debris that is loaded, hauled, and disposed of. Load tickets are to be used by both in-house and contracted haulers and will serve as supporting documentation for contractor payment as well as for requests for Federal assistance or reimbursement.

Franchise garbage contractors will continue to pickup refuse in accordance with current procedures, routes, and removal schedules. They will haul disaster debris as requested by the contracting authority.

### **DEBRIS CONTRACTOR OVERSIGHT TEAM**

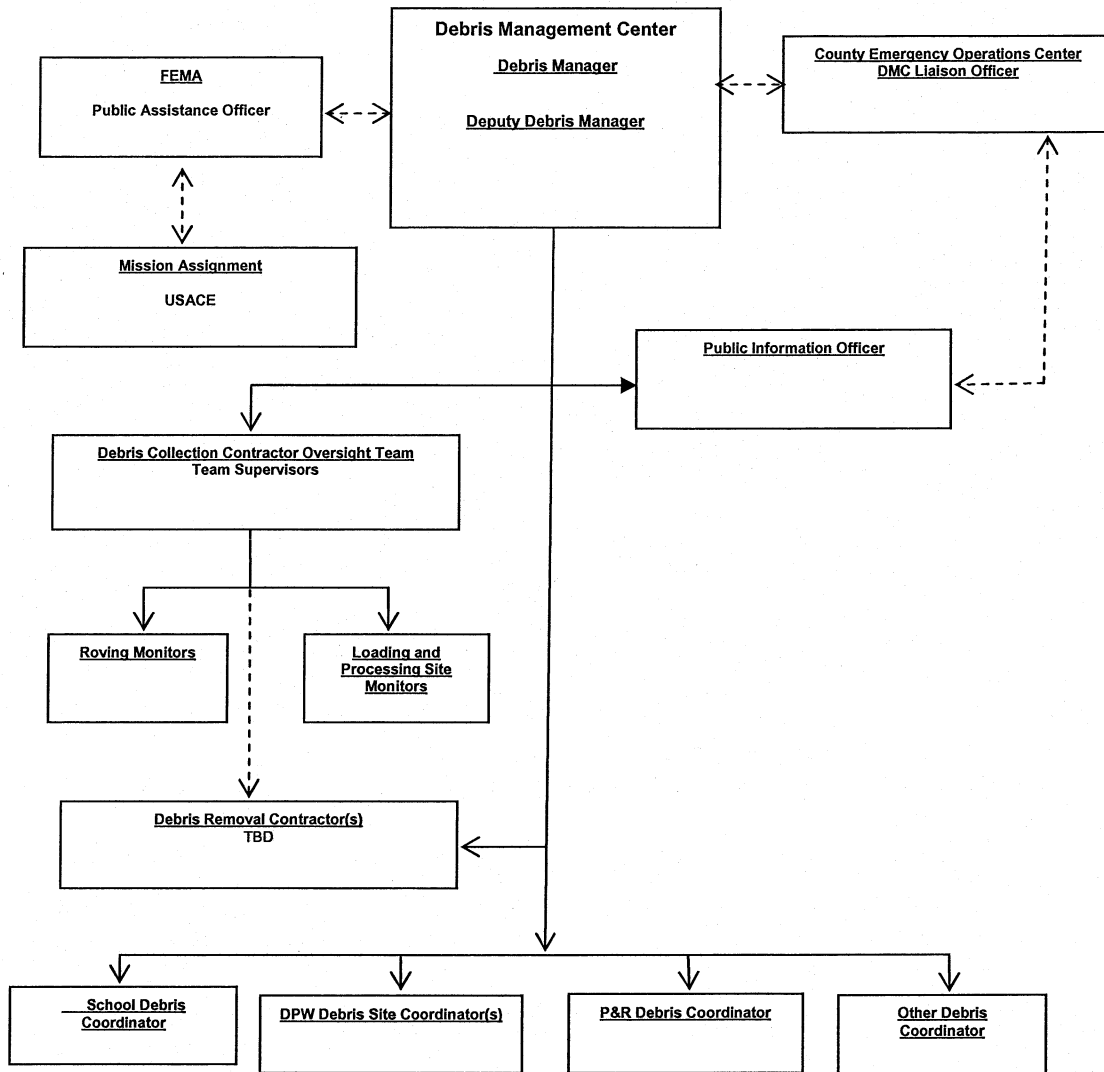
#### **General**

The DCOT supervisors will be detailed from DPW. The DCOT team will be supplemented with contracted monitoring and other County personnel as needed. Figure 1 below shows the organization of the DCOT within the DMC.

The DCOT Team Coordinators will be located in the field and will provide overall supervision of the two field-based monitoring elements as described below. The DMC is located at the EOC. Specific DCOT Coordinator responsibilities include the following:

1. Planning, debris collection, quality control, and other contractor oversight functions.
2. Receiving and reviewing all debris load tickets that have been verified by a Monitor (see description below).
3. Making recommendations to the County DM regarding distribution of in-house and contractor work assignments and priorities.
4. Reporting on progress and preparation of status briefings.
5. Providing input to the EOC PIO on debris removal and disposal activities and pickup schedules.

The DCOT Coordinator will oversee the activities of debris collection inspection teams. The functions and responsibilities of the field inspectors are described in the following sections.



**Figure 1 – Debris Management Center Organization**

### **Roving Monitors**

Roving Monitors will be assigned to a specific Debris Control Zones or to a specific Contractor depending upon the distribution of work assignments. Their mission is to act as the “eyes and ears” for the Debris Manager and DCOT Supervisor to ensure that all contract requirements, including safety, are properly implemented and enforced.

Staff to fulfill the Roving Monitor positions will be provided by as shown by personnel contract. Roving Monitors will have the authority to monitor contractor operations and to report back to the DCOT Coordinator. Roving Monitors may request contract compliance, but do not have the authority to otherwise direct contractor operations or to modify the contract scope of work.

The following actions will be initiated after a debris-generating disaster if so directed:

1. The Debris Manager will establish roving monitor teams with their own transportation and communications.
2. Roving Monitors will be assigned to each contractor's debris collection crew or zone.

Once assigned, Roving Monitors will monitor debris operations on a full-time basis. In addition, Roving Monitors are responsible to do the following:

1. Obtain and become familiar with all debris removal contracts for which they are providing oversight.
2. Observe all phases of debris collection operation.
3. Periodically measure curbside debris using the estimating formulas shown in Attachment 5.
4. Review the daily written reports of all contractor activities observed to include photographs and the aforementioned checklists.

Debris Site Monitors will also submit daily written reports to the Debris Site Coordinator outlining their observations with respect to the following:

1. Is the contractor using the site properly with respect to layout and environmental considerations?
2. Has the contractor established lined temporary storage areas for ash, household hazardous wastes, and other materials that can contaminate soil and groundwater?
3. Has the contractor established environmental controls in equipment staging areas, fueling, and equipment repair areas to prevent and mitigate spills of petroleum products and hydraulic fluids?
4. Are plastic liners in place under stationary equipment such as generators and mobile lighting plants?
5. Has the contractor established appropriate rodent control measures?
6. Are burn sites constructed and operating in accordance with the plans and requirements as stated in the contract?
7. Has the contractor establish procedures to mitigate:
  - a. Smoke – Are the incineration pits constructed properly and being operated according to the contract statement of work?
  - b. Dust – Are water trucks employed to keep the dust down?
  - c. Noise – Have berms or other noise abatement procedures been employed?
  - d. Traffic – Does the TDSR site have a suitable layout for ingress and egress to help traffic flow?

## Load Site Monitors

Load Site Monitors will be stationed at designated contractor loading sites.

Load Site Monitor positions will be staffed from a personnel contract and supplemented by other County department personnel depending on the magnitude of the debris-generating event.

Load Site Monitors will be assigned to each contractor loading site within designated Debris Control Zones. The Load Site Monitors' primary function is to verify that debris being picked up is eligible under the terms of the contract. They will initiate and sign load tickets as verification that the debris being picked up is eligible. See Figure 1 below.

The primary tracking mechanism for all debris loaded, hauled, and disposed of will be the Load Ticket. Load tickets will be initiated at pickup and closed-out upon drop-off of each load, and are to be used by both County and contracted haulers.

SAMPLE LOAD TICKET		Ticket No. 000001
<b>Section 1</b>		
Prime Contractor:		Date:
Subcontractor (Hauler):		Departure Time:
Driver:		Truck Plate No.:
Measured Bed Capacity (cu. yds.):		
Debris Pickup Site Location: (must be a street address)		
Debris Type: <input type="checkbox"/> Vegetation <input type="checkbox"/> Construction & Demolition <input type="checkbox"/> Mixed <input type="checkbox"/> Other:		
Loading Site Monitor: Print Name:		
Signature:		
Remarks:		
<b>Section 2</b>		
Debris Disposal Site Location:		
Estimate Debris Quantity: cu. yds. _____		Arrival Time:
Disposal Site Monitor: Print _____		Name:
Signature:		
Remarks:		
Copies: White – Load Site Monitor Green – Disposal Site Monitor Canary, Pink, Gold – Onsite Contractor's Representative or Driver		



### **Figure 2 - Sample Load Ticket**

For tracking of all debris moved in response to a given event, the following is the disposition of each ticket part:

Part 1 (White) Load Site Monitor (Turned in daily to the DMC/EOC)

Part 2 (Green) Disposal Site Monitor (Turned in daily to the DMC/EOC)

Part 3 (Canary) Driver or Contractor's on-site representative (Contractor Copy)

Part 4 (Pink) Driver or Contractor's on-site representative (Contractor Copy)

Part 5 (Gold) Driver or Contractor's on-site representative (Driver/Subcontractor Copy)

### **Annual Training Workshop**

The County DM will be responsible for coordinating an annual training workshop for all assigned DCOT personnel. The purpose of the workshop is to review the Debris Management Plan procedures and to ensure that the DCOT operation works smoothly. Items of discussion will include:

1. Contractor responsibility
2. Mobilization sites
3. Logistical support
4. Pre-storm mobilization
5. Procedures for call-up of Contractor personnel and equipment
6. Haul routing
7. Contractor vehicle identification and registration
8. Debris hauling load ticket administration
9. Mobilization and operation of the TDSR sites
10. Contractor payment request submission, review, and verification
11. Special procedures for Household Hazardous Waste
12. TDSR site closure requirements

This training will be scheduled annually in April or May, prior to the start of the Hurricane Season.

## ATTACHMENT 1

### Debris Loading Site Monitoring Checklist

Date: \_\_\_\_\_  
Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_ Weather Conditions: \_\_\_\_\_  
Loading Site Location: \_\_\_\_\_  
(Street address or nearest intersection)  
GPS Location: N \_\_\_\_\_; W \_\_\_\_\_  
Loading Site Monitor's Name \_\_\_\_\_  
(Print Name)  
Roving Monitor's Name: \_\_\_\_\_  
(Print Name)  
\_\_\_\_\_  
(Signature)

#### Loading Site

1. Is the Site Monitor filling out the Load Ticket properly? YES ☐ NO ☐  
If NO, explain actions taken:  
\_\_\_\_\_  
\_\_\_\_\_
2. Is the Contractor loading eligible debris from the designated right-of way (approximately 15' from curb)? YES ☐ NO ☐  
If NO, explain actions taken:  
\_\_\_\_\_  
\_\_\_\_\_
3. Is the Contractor loading trucks to capacity? YES ☐ NO ☐  
If NO, explain actions taken:  
\_\_\_\_\_  
\_\_\_\_\_
4. Identify Contractor's truck numbers observed while on site:  
\_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_  
\_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_
5. Were photographs taken at the loading site? YES ☐ NO ☐  
If YES, list photo log numbers: \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_

General Notes and Comments: (Include observations within the general area as to overall cleanup activities)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Use reverse side if necessary)

## ATTACHMENT 2

### Debris Disposal/Recycling Site Monitoring Checklist

Date: \_\_\_\_\_  
Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_ Weather Conditions: \_\_\_\_\_  
Disposal Site Location: \_\_\_\_\_  
(Street address or nearest intersection)  
GPS Location: N \_\_\_\_\_; W \_\_\_\_\_  
Deputy Debris Manager's Name \_\_\_\_\_  
(Print Name)  
Monitor's Name: \_\_\_\_\_  
(Signature)

#### Disposal Site

1. Is the Disposal Monitor filling out the Load Ticket properly? YES ☐ NO ☐  
If NO, explain actions taken:  
\_\_\_\_\_  
\_\_\_\_\_
2. Is the Disposal Monitor attaching a copy of the Weight Ticket to the Load Ticket? YES ☐ NO ☐  
If NO, explain actions taken:  
\_\_\_\_\_  
\_\_\_\_\_
3. Are the Contractor's trucks loaded to capacity? YES ☐ NO ☐  
If NO, explain actions taken:  
\_\_\_\_\_  
\_\_\_\_\_
4. Identify Contractor's truck numbers observed while on site:  
\_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_  
\_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_
5. Were photographs taken at the loading site? YES ☐ NO ☐  
If YES, list photo log numbers: \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_

General Notes and Comments: (Include observations of operations at the landfill)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Use reverse side if necessary)

### **ATTACHMENT 3**

**Immediately after the event employees work two, six hour shifts:**

- Mechanicsville Convenience Center: 2 employees each day (1 per shift) from County Administrator's Office, Finance, Planning, HR, DPW
- Elmont Convenience Center: 2 employees each day (1 per shift) from Assessor's Office and Parks & Recreation
- Montpelier Convenience Center: 2 employees each day (1 per shift) from CSB and Purchasing
- Beaverdam Convenience Center: none
- Doswell Convenience Center: none
- Courthouse- 2 employees each day (1 per shift) from Treasures Office

\* Employees will remain on schedule until other wise directed by Debris Manager

ATTACHMENT 4

Stockpiled Debris Field Survey Form

Stockpiled Debris Field Survey Form

Type of Material:

Clean Vegetative\_\_\_ Mixed\_\_\_ C&D\_\_\_ Mulch\_\_\_ Other\_\_\_\_\_

Stockpile Location: \_\_\_\_\_ Date: \_\_\_\_\_

Average Length of Stockpile: \_\_\_\_\_ Feet

Average Width of Stockpile: \_\_\_\_\_ Feet

Average Height of Stockpile: \_\_\_\_\_ Feet

Total Cubic Feet : \_\_\_\_\_ Cubic Feet

Total Cubic Yards:(Cubic Feet divided by 27) \_\_\_\_\_ Cubic Yards

Contractor's Representative: \_\_\_\_\_ Date \_\_\_\_\_

Government's Representative: \_\_\_\_\_ Date \_\_\_\_\_

Remarks: \_\_\_\_\_

See Sketch of Site on Reverse Side

Stockpiled Debris Field Survey Form

Stockpile Location: \_\_\_\_\_

Width \_\_\_\_\_ Feet

Height \_\_\_\_\_ Feet

Length \_\_\_\_\_ Feet

Height \_\_\_\_\_ Feet

Length \_\_\_\_\_ Feet

Remarks: \_\_\_\_\_

Height \_\_\_\_\_ Feet

$\frac{L' \times W' \times H'}{27} = CY$

Width \_\_\_\_\_ Feet

## ATTACHMENT 5

### Debris Estimating Formulas

#### Estimating Rule of Thumb:

- 15 trees, 8 inches in diameter = 40 CY
- Single wide mobile home = 290 CY
- Double wide mobile home = 415 CY
- Root system (8'-10' dia.) = One flat bed trailer to move
- Treat debris piles as a cube, not a cone, when performing estimates.
- Average pace = 2' 6"

#### Formulas

##### Conversions:

- 27 cubic feet=1 cubic yard
- One mile=5280 feet or 1760 yards

##### Building formula:

$L' \times W' \text{ (building footprint)} \times \text{No. of Stories} \times 0.2 = \text{Cubic Yards of debris}$

##### Debris pile formula:

$\frac{L' \times W' \times H'}{27} = \text{Cubic Yards of debris.}$

27

#### Conversion Factors from Cubic Yards to Tons

- Mixed Construction & Demolition Debris = 500 LBS/CY or  $CY \times 0.25 = \text{Tons}$
- Yard Vegetation = 300 LBS/CY or  $CY \times 0.15 = \text{Tons}$
- Mulch = 500 LBS/CY or  $CY \times 0.25 = \text{Tons}$
- Regular Trash = 300 LBS/CY or  $CY \times 0.15 = \text{Tons}$
- Concrete = 2000 LBS/CY or  $CY \times 1.0 = \text{Tons}$
- Sand = 2600 LBS/CY or  $CY \times 1.3 = \text{Tons}$
- Land Clearing (Root balls with dirt) 1500 LBS/CY or  $CY \times 0.75 = \text{Tons}$

## Debris Disposal Site Load Tracking Log

[illegible]



## **APPENDIX G**

### **DEBRIS REMOVAL AND DISPOSAL MONITORING PLAN**

# **DEBRIS REMOVAL AND DISPOSAL MONITORING PLAN**

## **GENERAL**

Hanover County has entered into a contracts for the purposes of:

- Removing debris from city rights-of-way to temporary debris staging sites, and hauling vegetative and recyclable C&D and mixed debris to a debris volume reduction site.
- Setting up and operating 1-6 debris volume reduction site(s) located at 301 Transfer Station, and Mechanicsville East and West (2) Convenience Center, Elmont Convenience Center and Montpelier Convenience Center (one location will be for contracted collections only).
- Hauling chips/mulch from the debris volume reduction site to a location designated by the Debris Manager.
- Hauling recycled concrete, metal and other recycle C&D and mixed debris to Landfill or a location designated by the Debris Manager or, if permitted under the terms of the contract, to a location of the Contractor's choosing for profit.

Department of Public Works will be responsible for monitoring the Contractor's debris removal and disposal activities and contract oversight.

## **PURPOSE**

The purpose of this plan is to outline the monitoring responsibilities of the Hanover County's Contract Oversight Team personnel. This plan is subject to revision based on changing conditions.

## **MONITORING OPERATIONS**

Hanover County has been divided into 17 primary Debris Management Zones. The Contractor will be responsible for removing all eligible vegetative, C&D and mixed debris from county street rights-of-way and hauling limbs, branches, and yard wastes to designated TDSR sites.

Monitoring activities will be controlled by the Debris Manager from the DMC located at EOC. Phone number for the Debris Manager is 804-365-6181. Day to day operations and contracting problems/questions should be directed to 804-365-6180.

Debris Contract Oversight Team monitor's work day is expected to be from 7 a.m. until 7 p.m. or maximum of 12 hours/day 7 days per week.

Monitors will be responsible for initiating Debris Load Tickets at Contractor debris loading sites and estimating and recording the type and quantity of debris, in cubic yards, of Contractor vehicles entering the TDSR sites on Debris Load Tickets. See Figure 1 below.

## **DEBRIS LOADING SITES MONITORS**

The debris loading site monitors will complete Section 1 of the load ticket. The monitor will keep one copy and give the remaining copies to the truck driver. The monitor's copy will be turned into the Debris Manager or designated representative on a daily basis. Load ticket information will be entered into a database by Department of Public Works.

### **TDSR SITE MONITORS**

The TDSR site monitors will record the estimated quantity, in cubic yards, on Section 2 of the load ticket. The monitor will keep one copy and give the remaining copies to the truck driver. The monitor's copy will be turned into the Debris Manager or designated representative on a daily basis. Load ticket information will be entered into a database by Department Public Works.

Monitors will be located at the entrance to the TDSR site where the inspection tower is located. They will be responsible for estimating and recording the cubic yards of debris in Section 2 of the Load Ticket for all incoming Contractor's debris hauling vehicles. A copy of the Debris Load Ticket is shown on the following page.

<b>SAMPLE LOAD TICKET</b>		<b>Ticket No.</b> 000001
<b>Section 1</b>		
<b>Prime Contractor:</b>		<b>Date:</b>
<b>Subcontractor (Hauler):</b>		<b>Departure Time:</b>
<b>Driver:</b>		<b>Truck Plate No.:</b>
<b>Measured Bed Capacity (cu. yds.):</b>		
<b>Debris Pickup Site Location:</b> (must be a street address)		
<b>Debris Type:</b> <input type="checkbox"/> <b>Vegetation</b> <input type="checkbox"/> <b>Construction &amp; Demolition</b> <input type="checkbox"/> <b>Mixed</b> <input type="checkbox"/> <b>Other:</b>		
<b>Loading Site Monitor: Print Name:</b>		
<b>Signature:</b>		
<b>Remarks:</b>		
<b>Section 2</b>		
<b>Debris Disposal Site Location:</b>		
<b>Estimate Debris Quantity: cu. yds.</b> _____		<b>Arrival Time:</b>
<b>Disposal Site Monitor: Print</b> _____		<b>Name:</b>
<b>Signature:</b>		
<b>Remarks:</b>		
Copies: White – Load Site Monitor      Green – Disposal Site Monitor Canary, Pink, Gold – Onsite Contractor's Representative or Driver		

**Figure 1 – Sample Load Ticket**

#### **COMPLETING THE LOAD TICKET**

- The collection site monitor will be stationed in the inspection tower and make an estimate of the quantity of debris contained in the truck or trailer in cubic yards. Each truck or trailer will have the measured hauling capacity in cubic yards recorded on the side of the truck or trailer. That number should be validated with the quantity stated in Section 1.
- The collection site monitor will indicate the name and the arrival time of the truck and indicate the type of debris in the truck.
- The collection site monitor will record the estimated volume, in cubic yards, on the load ticket in the Estimated Debris Quantity block of material contained within the bed of the truck or trailer.
- Examples of a Truck / Trailer Estimating Table and Truck Capacity Table are shown on the following page.

- The monitor will print and sign his/her name in the designated block. .
- The disposal site monitor will retain one copy of the load ticket and give the remaining copies to the truck driver. The disposal site monitor's copy will be turned into the County Debris Manager or his representative at the end of each day. These are controlled forms and cannot be lost since they will be used to verify the amount of money paid to the Debris reduction site Contractor and to the debris hauling Contractor.

#### EXAMPLE TRUCK / TRAILER ESTIMATING TABLE

Truck/Trailer Size - CY	100% CY	90% CY	85% CY	80% CY	75% CY
32	32	29	27	25	24
46	46	41	39	37	35
47	47	42	40	38	35
Note: Truck/Trailer without tailgate is rated at 85% of capacity Note: Hand loaded truck volume shall be estimated by multiplying times .5.					

#### EXAMPLE TRUCK CAPACITY TABLE

Truck Number	Driver	Model	License #	Capacity in CY
101	Joe Blow	Self Loader	39X2520 GA	32 CY
102	Kim Driver	Self Loader	39X2522 TX	32 CY
103	Steve Loader	Trailer	63XN362 MD	47 CY
104	David Dump	Self Loader	63X5542 LA	46 CY
105	Chip Grinder	Trailer	W5008 FL	47 CY

List Vehicle Numbers, Drivers Name, Model, License Number and Measured Capacity of Truck / Trailer Bed In Cubic Yards.

NOTE: Debris Contract Oversight Team members must measure and photograph every truck and trailer used by the contractor to move debris. This should be done jointly with the contractor's representative before debris removal operations begin.

#### MONITORING STAFF ASSIGNMENTS

Monitoring assignments and personnel names should be recorded in a table similar to the following:

#### EXAMPLE MONITORING STAFF TRACKING TABLE

Date	Monitor's Name	Monitor's Title	Disposal Site Name	Disposal Site Address	Hours Worked
10/1/03	Betty Rubble	Inspector	Mulching Park	123 Main St.	7 a.m. – 6 p.m.
10/1/03	Joe Blades	Tow Truck Operator	Redux Central	5000 South St.	7 a.m. – 7 p.m.

## **APPENDIX H**

### **DEBRIS CLEARING, REMOVAL, & DISPOSAL GUIDELINES**

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### Right of Entry / Hold Harmless Agreement Sample

I/We Insert Owners' Legal Names, the owner(s) of the property commonly identified as Insert Street Address, Insert City/Town Name, County of Hanover, State of Virginia, do hereby grant and give freely and without coercion, the right of access and entry to Insert Jurisdiction Name, its agencies, contractors, and subcontractors, for the purpose of removing and clearing any or all storm-generated debris of whatever nature from the above described property.

It is fully understood that this permit is not an obligation to perform debris clearance. The undersigned agrees and warrants to hold harmless the County of Hanover, State of Virginia, its agencies, contractors, and subcontractors, for damage of any type whatsoever either to the above described property or persons situated thereon and hereby release, discharge, and waive any action, either legal or equitable, that might arise out of any activities on the above described property. The property owner(s) will mark any storm damaged sewer lines, water lines, and other utility lines located on the described property.

I/We (☐have, ☐have not) (☐will, ☐will not) receive(d) any compensation for debris removal from any other source, including the Small Business Association (SBA), Agricultural Stabilization and Conservation Service (ASCS), private insurance, individual and family grant program or any other public assistance program. I will report for this property any insurance settlements to me or my family for debris removal that has been performed at government expense. For the considerations and purposes set forth herein, I set my hand this Insert Numerical Day day of Insert Month, 20Insert last two digits of year.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Telephone Number and Address



## TDSR Site Setup and Closeout Guidelines

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### **VI. TDSR Site Setup**

The topography and soil/substrate conditions should be evaluated to determine best site layout. When planning site preparation, think of ways to make restoration easier. For example, if the local soils are very thin, the topsoil can be scraped to bedrock and stockpiled in perimeter berms. Upon site closeout, the uncontaminated soil can be spread to preserve the integrity of the tillable soils.

The following site baseline data checklist should be used to evaluate a site before a contractor begins operations and used during and after to ensure that site conditions are properly documented.

### **VII. TDSR Site Baseline Data Checklist**

#### **A. Before Activities Begin**

- ☐ Take ground or aerial photographs and/or video.
- ☐ Note important features, such as structures, fences, culverts, and landscaping.
- ☐ Take random soil samples.
- ☐ Take random groundwater samples.
- ☐ Take water samples from existing wells.
- ☐ Check the site for volatile organic compounds.

#### **B. After Activities Begin**

- ☐ Establish groundwater-monitoring wells.
- ☐ Take groundwater samples.
- ☐ Take spot soil samples at household hazardous waste, ash, and fuel storage areas.

#### **C. Progressive Updates**

- ☐ Update videos/photographs.
- ☐ Update maps/sketches of site layout.
- ☐ Update quality assurance reports, fuel spill reports, etc.

## ***VIII. TDSR Site Operations***

Lined temporary storage areas should be established for ash, household hazardous waste, fuels, and other materials that may contaminate soils and groundwater. Plastic liners should be placed under stationary equipment such as generators and mobile lighting plants. These actions should be included as a requirement in the contract scope of work. If the site is also an equipment storage area, fueling and equipment repair should be monitored to prevent and mitigate spills of petroleum products and hydraulic fluids. Be aware of and lessen the effects of operations that might irritate occupants of neighboring areas. Establishment of a buffer zone can abate concerns over smoke, dust, noise, and traffic.

Consider on-site traffic patterns and segregate materials based on planned volume reduction methods. Operations that modify the landscape, such as substrate compaction and over excavation of soils when loading debris for final disposal, will adversely affect landscape restoration.

Debris removal/disposal should be viewed as a multi-staged operation with continuous volume reduction. There should be no significant accumulation of debris at temporary storage sites. Instead, debris should be constantly flowing to burners and grinders, or recycled with the residue and mixed construction and demolition materials going to a landfill.

## ***IX. TDSR Site Closeout***

Each TDSR Site will eventually be emptied of all material and be restored to its previous condition and use. The Contractor is required to remove and dispose of all mixed debris, construction and demolition debris, and debris residue to approved landfills. Appropriate Hanover County inspectors will monitor all closeout activities to ensure that the Contractor complies with the Debris Removal and Disposal Contract. Additional measures may be necessary to meet local, State, and Federal environmental requirements because of the nature of the TDSR site operation(s).

### **A. TDSR Site Closeout Planning**

The Contractor must assure the Debris Manager that all TDSR sites are properly remediated. There will be significant costs associated with this operation as well as close scrutiny by the local press and environmental groups. Site remediation will go smoothly if baseline data collection and site operation procedures are followed. Closeout or re-approval of a TDSR site should be accomplished within 30 days of receiving the last load of debris.

### **B. TDSR Site Closeout Steps**

1. Contractor is responsible for removing all debris from the site.
2. Contractor conducts an environmental assessment with the Debris Manager and landowner.
3. Contractor develops a remediation plan.
4. Remediation plan reviewed by the Debris Manager, landowner, and appropriate environmental agency.

5. Remediation plan approved by the appropriate environmental agency.
6. Contractor executes the plan.
7. Contractor obtains acceptance from the Debris Manager, appropriate environmental agency, and the landowner.

### **C. TDSR Site Closeout Coordination**

The Contractor will coordinate the following closeout requirements through the DCOT staff:

- Coordinate with local and State officials responsible for construction, real estate, contracting, project management, and legal counsel regarding requirements and support for implementation of a site remediation plan.
- Establish an independent testing and monitoring program. The Contractor is responsible for environmental restoration of both public and leased sites. The Contractor will also remove all debris from sites for final disposal at landfills prior to closure.
- Refer to appropriate and applicable environmental regulations.
- Prioritize site closures.
- Schedule closeout activities.
- Determine separate protocols for ash, soil and water testing.
- Develop decision criteria for certifying satisfactory closure based on limited baseline information.
- Develop administrative procedures and contractual arrangements for closure phase.
- Inform local and State environmental agencies regarding acceptability of program and established requirements.
- Designate approving authority to review and evaluate Contractor closure activities and progress.
- Retain staff during closure phase to develop site-specific remediation for sites, as needed, based on information obtained from the closure checklist shown below.

### **D. Material Removal**

1. All processed and unprocessed vegetative material and inter debris shall be removed to a properly approved solid waste management site.
2. Tires must be disposed of at a scrap tire collection/processing facility; white goods and other scrap metal should be separated for recycling.
3. Burn residues shall be removed to a properly approved solid waste management site or land applied in accordance with these guidelines.
4. All other materials, unrecoverable metals, insulation, wallboard, plastics, roofing material, painted wood, and other material from demolished buildings that is not inert debris (see #1 above) as well as inter debris that is mixed with such materials shall be removed to a properly permitted C&D recycling facility, C&D landfill, or municipal solid waste landfill.

### **E. TDSR Site Remediation**

During the debris removal process and after the material has been removed from each of the TDSR sites, environmental monitoring will be needed to close each of the sites. This is to

ensure that no long-term environmental contamination is left on the site. The monitoring should be done on three different media: ash, soil, and groundwater.

**Ash.** The monitoring of the ash should consist of chemical testing to determine the suitability of the material for either agricultural use or as a landfill cover material.

**Soil.** Monitoring of the soils should be by portable inspection methods to determine if any of the soils are contaminated by volatile hydrocarbons. The Contractors may do this if it is determined that hazardous material, such as oil or diesel fuel was spilled on the site. This phase of the monitoring should be done after the stockpiles are removed from the site.

**Ground Water.** The monitoring of the groundwater should be done to determine the probable effects of rainfall leaching through either the ash areas or the stockpile areas.

#### **F. TDSR Site Closure Checklist**



Site number and location

Date closure complete

Household hazardous waste removed

Contractor equipment and temporary structures removed

Contractor petroleum spills remediated

Ash piles removed

Comparison of baseline information to conditions after the contractor has vacated the temporary site

#### **G. Site Re-approval**

Sites that were approved as TDSR sites will require re-approval for long-term storage, continuing reduction processing, and permanent disposal if site is not closed out in accordance with guidelines stated here. Sites shall be managed and monitored in accordance with the Health Department requirements and to prevent threats to the environment or public health.

## Temporary Construction and Demolition Staging / Transfer Site Guidelines

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### **X.     *General***

The following guidelines should be considered when establishing staging/transfer sites for Construction & Demolition (C&D) and C&D recycling treatment and processing facilities.

These guidelines apply only to sites for staging/transferring C&D storm debris (roof shingles/roofing materials, carpet, insulation, wallboard, treated and painted lumber, etc.). Arrangements should be made to screen out unsuitable materials, such as household garbage, white goods, asbestos containing materials (ACM's), and household hazardous waste. The sites would be the 301 Transfer Station, Elmont Convenience Center, Mechanicsville Convenience Center and Elmont Convenience Center if designated by DM.

### **XI.   *Selecting Additional Temporary Staging / Transferring Sites***

Locating sites for staging/transferring C&D waste can be accomplished by evaluating potential sites and by revisiting sites used in the past to see if site conditions have changed or if the surrounding areas have changed significantly to alter the use of the site. The following guidelines are presented in locating a site for "staging/transferring" and are considered "minimum standards" for selecting a site for use:

- Sites should be located outside of identifiable or known floodplain and flood prone areas; consult the Flood Insurance Rate Map for the location in the county to verify these areas. Due to heavy rains associated with hurricanes and saturated conditions that result, flooding may occur more frequently than normally expected.
- Unloading areas for incoming C&D debris material should be at a minimum 100 feet from all surface waters of the state. "Waters of the state" includes but is not limited to small creeks, streams, watercourses, ditches that maintain seasonal groundwater levels, ponds, wetlands, etc.
- Storage areas for incoming C&D debris shall be at least 100 feet from the site property boundaries, on-site buildings, structures, and septic tanks with leach fields or at least 250 feet from off-site residential dwellings, commercial or public structures, and potable water supply wells, whichever is greater.
- Materials separated from incoming C&D debris (white goods, scrap metal, etc.) shall be at least 50 feet from site property lines. Other non-transferable C&D wastes (household garbage, larger containers of liquid, household hazardous waste shall be placed in containers and transported to the appropriate facilities as soon as possible.
- Sites that have identified wetlands should be avoided, if possible. If wetlands exist or wetland features appear at a potential site, verification by the local Corps of Engineers office

will be necessary to delineate areas of concern. Once areas are delineated, the areas shall be flagged and a 100-foot buffer shall be maintained for all activities on-going at the site.

- Sites bisected by overhead power transmission lines need careful consideration due to large dump body trucks/trailers used to haul debris, and underground utilities need to be identified due to the potential for site disturbance by truck/equipment traffic and possible site grading.
- Sites shall have an attendant(s) during operating hours to minimize the acceptance of unapproved materials and to provide directions to haulers and private citizens bringing in debris.
- Sites should be secure after operating hours to prevent unauthorized access to the site. Temporary measures to limit access to the site could be the use of trucks or equipment to block entry. Gates, cables, or swing pipes should be installed as soon as possible for permanent access control, if a site is to be used longer than two weeks.
- When possible, signs should be installed to inform haulers and the general public on types of waste accepted, hours of operation, and who to contact in case of after hours emergency.
- Final written approval is required to consider any TDSR site to be closed. Closeout of processing/recycling sites shall be within one (1) year of receiving waste. If site operations will be necessary beyond this time frame, permitting of the site by the State may be required. If conditions at the site become injurious to public health and the environment, then the site shall be closed until conditions are corrected or permanently closed. Closeout of sites shall be in accordance with the closeout and restoration of TDSR sites guidelines.

## ***XII. C&D Treatment & Processing/Recycling Sites***

Management of C&D debris and source separated materials to be recycled shall be in accordance with the following additional conditions:

- Contact Department of Environmental Quality for information on managing asbestos containing materials (ACM's) or materials that are considered regulated asbestos containing materials.
- Sites should be located outside of identifiable or known floodplain and flood prone areas. Due to heavy rains associated with hurricanes and saturated conditions that result, flooding may occur more frequently than normally expected.
- Storage areas for incoming debris should be at a minimum 100 feet from all surface waters of the state. "Waters of the state" includes but is not limited to small creeks, streams, watercourses, ditches that maintain seasonal groundwater levels, ponds, wetlands, etc.
- Storage areas for incoming debris shall be located at least 100 feet from property boundaries and on-site buildings/structures.
- Sites that have identified wetlands should be avoided, if possible. If wetlands exist or wetland features appear at a potential site verification by the local Corps of Engineers office or will be necessary to delineate areas of concern. Once areas are delineated, the areas shall be flagged and a 100-foot buffer shall be maintained for all activities on-going at the site.

- Storage areas for incoming C&D debris shall be at least 100 feet from the site property boundaries, on-site buildings, structures, and septic tanks with leach fields or at least 250 feet from off-site residential dwellings, commercial or public structures, and potable water supply wells, whichever is greater.
- Sites bisected by overhead power transmission lines need careful consideration due to large dump body trucks / trailers used to haul debris and the intense heat generated by the air curtain burner (ACB) device. Underground utilities need to be identified prior to digging pits for using the ACB device.
- Provisions should be made to prevent unauthorized access to facilities when not open for use. As a temporary measure, access can be secured by blocking drives or entrances with trucks or other equipment when the facilities are closed. Gates, cables, or other more standard types of access control should be installed as soon as possible.
- When possible, post signs with operating hours and information about what types of clean up waste may be accepted. Also include information as to whether only commercial haulers or the general public may deposit waste.
- Final written approval is required to consider any TDSR site to be closed. Closeout of processing / recycling sites shall be within six months of receiving waste. If site operations will be necessary beyond this time frame, permitting of the site by the State may be required. If conditions at the site become injurious to public health and the environment, then the site shall be closed until conditions are corrected or permanently closed.

## Temporary Vegetative TDSR Site Guidelines

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### ***XIII. General***

When preparing temporary facilities for handling debris resulting from the clean up efforts due to hurricane damage, the following guidelines should be considered when establishing Temporary TDSR sites.

These guidelines apply only to sites for staging or burning vegetative storm debris (yard waste, trees, limbs, stumps, branches, and untreated or unpainted wood). Arrangements should be made to screen out unsuitable materials.

The two method (s) of managing vegetative and land clearing storm debris is "chipping/grinding" for use in landscape mulch, compost preparation, and industrial boiler fuel or using an "air curtain burner (ACB)", with the resulting ash being land applied as a liming agent or incorporated into a finished compost product as needed. The locations shall be 301 Transfer Station, Mechanicsville Convenience Center East & West (2), Elmont Convenience Center and Montpelier Convenience Center. 301 Transfer Station be the only site where air curtain burning may be allowed unless other wise specified by the Debris Manager. MSW shall only be accepted at the Beaverdam and Doswell Convenience Centers.

### ***XIV. Chipping and Grinding Sites***

Additional locating sites for chipping/grinding of vegetative and land clearing debris will require a detailed evaluation of potential sites and possible revisits at future dates to see if site conditions have changed or if the surrounding areas have changed significantly to alter the use of the site.

The following guidelines are presented in locating a site for "chipping/grinding" and are considered "minimum standards" for selecting a site for use:

- Sites should be located outside of identifiable or known floodplain and flood prone areas; consult the Flood Insurance Rate Map for the location in County to verify these areas. Due to heavy rains associated with hurricanes and saturated conditions that result, flooding may occur more frequently than normally expected.
- Storage areas for incoming debris and processed material should be at a minimum 100 feet from all surface waters of the state. "Waters of the state" includes but is not limited to small creeks, streams, watercourses, ditches that maintain seasonal groundwater levels, ponds, wetlands, etc.
- Storage areas for incoming debris and processed material shall be at least 100 feet from the site property boundaries and on-site buildings/structures. Management of processed material shall be in accordance with the guidelines for reducing the potential for spontaneous combustion in compost/mulch piles.



- Storage areas for incoming debris shall be located at least 100 feet from residential dwellings, commercial or public structures, potable water supply wells, and septic tanks with leach fields.
- Sites that have identified wetlands should be avoided, if possible. If wetlands exist or wetland features appear at a potential site, verification by the local Corps of Engineers office will be necessary to delineate areas of concern. Once areas are delineated, the areas shall be flagged and a 100-foot buffer shall be maintained for all activities on-going at the site.
- Sites bisected by overhead power transmission lines need careful consideration due to large dump body trucks/trailers used to haul debris, and underground utilities need to be identified due to the potential for site disturbance by truck/equipment traffic and possible site grading.
- Sites shall have an attendant(s) during operating hours to minimize the acceptance of unapproved materials and to provide directions to haulers and private citizens bringing in debris.
- Sites should be secure after operating hours to prevent unauthorized access to the site. Temporary measures to limit access to the site could be the use of trucks or equipment to block entry. Gates, cables, or swing pipes should be installed as soon as possible for permanent access control, if a site is to be used longer than two weeks. Sites should have adequate access that prohibits traffic from backing onto public rights-of-way or blocking primary and/or secondary roads to the site.
- When possible, signs should be installed to inform haulers and the general public on types of waste accepted, hours of operation, and who to contact in case of an after hours emergency.
- Grinding of clean wood waste such as pallets and segregated non-painted/non-treated dimensional lumber is allowed.
- Final written approval is required to consider any TDSR site to be closed. Closeout of staging and processing sites shall be within six months of receiving waste. If site operations will be necessary beyond this time frame, permitting of the site may be required. If conditions at the site become injurious to public health and the environment, then the site shall be closed until conditions are corrected or permanently closed. Closeout of sites shall be in accordance with the closeout and restoration guidelines for TDSR sites.

## **Air Curtain Burner Site Location and Operations**

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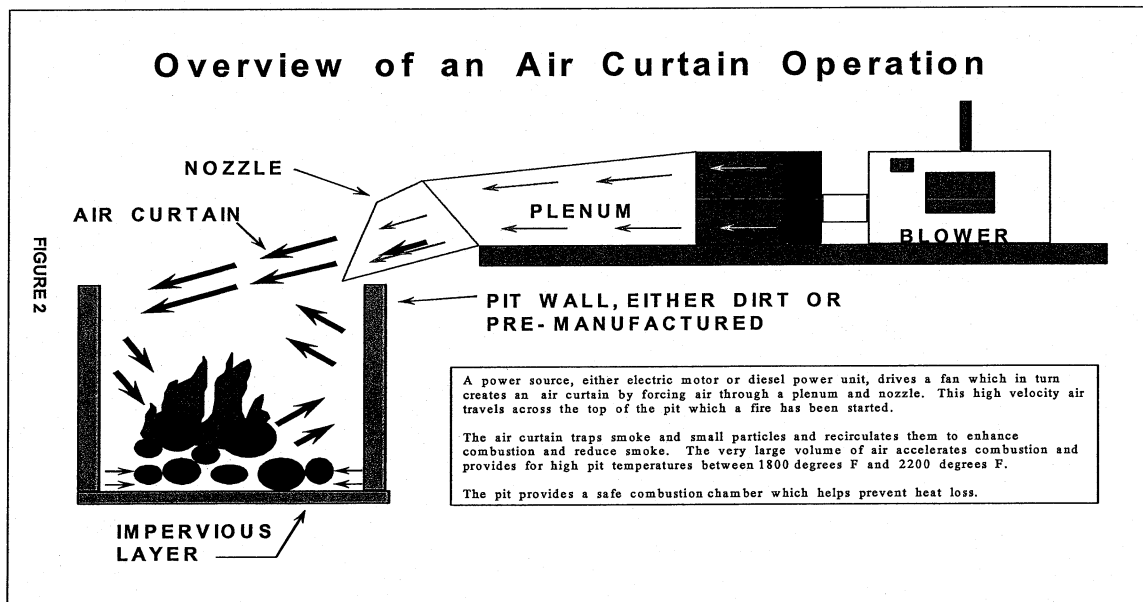
Locating sites that are intended for air curtain burning (ACB) operations is a coordinated effort between Hanover County and Department of Environmental Quality for evaluating the surrounding areas and to reevaluate potential sites used in the past. It is anticipated that the 301 Transfer Station will be the only designated site.

The following guidelines are presented for selecting an ACB site and operational requirements once a site is in use:

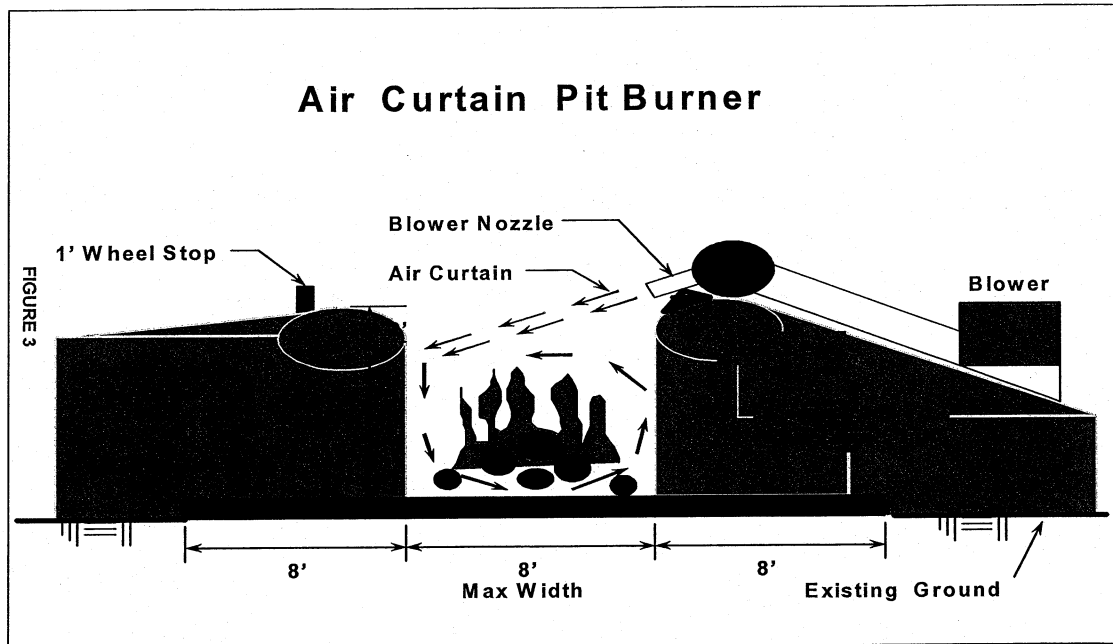
- Contact the local fire marshal or fire department for input into site selection in order to minimize the potential for fire hazards, other potential problems related to fire fighting that could be presented by the location of the site, and to ensure that adequate fire protection resources are available in the event of an emergency.
- The requirements for ACB device(s), in accordance with Air Quality rules require the following buffers: a minimum of 500 feet from the ACB device to homes, dwellings and other structures and 250 feet from roadways. Contact DEQ for updates or changes to their requirements.
- Sites should be located outside of identifiable or known floodplain and flood prone areas; consult the Flood Insurance Rate Map for the location in the County to verify these areas. Due to heavy rains associated with hurricanes and saturated conditions that result, flooding may occur more frequently than normally expected. If ACB pit devices are utilized, a minimum two-foot separation to the seasonal high water table is recommended. A larger buffer to the seasonal high water table may be necessary due to on-site soil conditions and topography.
- Storage areas for incoming debris should be at a minimum 100 feet from all surface waters of the state. "Waters of the state" includes but is not limited to small creeks, streams, watercourses, ditches that maintain seasonal groundwater levels, ponds, wetlands, etc.
- Storage areas for incoming debris shall be located at least 100 feet from property boundaries and on-site buildings/structures.
- Air Curtain Burners in use should be located at least 200 feet from on-site storage areas for incoming debris, on-site dwellings and other structures, potable water supply wells, and septic tanks and leaching fields.
- Wood ash stored on-site shall be located at least 200 feet from storage areas for incoming debris, processed mulch or tub grinders (if a grinding site and ACB site is located on the same property). Wood ash shall be wetted prior to removal from the ACB device or earth pit and placed in storage. If the wood ash is to be stored prior to removal from the site, then rewetting may be necessary to minimize airborne emissions.
- Wood ash to be land applied on site or off site shall be managed in accordance with the guidelines for the land application of wood ash from storm debris burn sites. The ash shall be incorporated into the soil by the end of the operational day or sooner if the wood ash becomes dry and airborne. Wood ash may also be composted.

- Sites that have identified wetlands should be avoided, if possible. If wetlands exist or wetland features appear at a potential site, verification by the local Corps of Engineers office will be necessary to delineate areas of concern. Once areas are delineated, the areas shall be flagged, and a 100-foot buffer shall be maintained for all activities on-going at the site.
- Sites bisected by overhead power transmission lines need careful consideration due to large dump body trucks/trailers used to haul debris and the intense heat generated by the ACB device. Underground utilities need to be identified prior to digging pits for using the ACB device.
- Provisions should be made to prevent unauthorized access to facilities when not open for use. As a temporary measure, access can be secured by blocking drives or entrances with trucks or other equipment when the facilities are closed. Gates, cables, or other more standard types of access control should be installed as soon as possible.
- When possible, post signs with operating hours and information about what types of clean up waste may be accepted. Also, include information as to whether only commercial haulers or the general public may deposit waste.

Closeout of air curtain burner sites shall be within six (6) months of receiving waste. If site operations will be necessary beyond this time frame, permitting of the site may be required. If conditions at the site become injurious to public health and the environment, then the site shall be closed until conditions are corrected or permanently closed.



Based on FEMA 325, *Debris Management Guide*, Appendix H, Figure 2, 1999.



Based on FEMA 325, *Debris Management Guide*, Appendix H, Figure 3, 1999.

### **Environmental Checklist for Air Curtain Pit Burners**

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Incineration site inspections will also include an assessment of the environmental controls being used by the Contractor. Environmental controls are essential for all incineration methods, and the following will be monitored.

- ☐ A setback of at least 1,000 feet should be maintained between the debris piles and the incineration area. Keep at least 1,000 feet between the incineration area and the nearest building. Contractor should use fencing and warning signs to keep the public away from the incineration area.
- ☐ The fire should be extinguished approximately two hours before anticipated removal of the ash mound. The ash mound should be removed when it reaches 2 feet below the lip of the incineration pit.
- ☐ The incineration area should be placed in an aboveground or below ground pit that is no wider than 8 feet and between 9 and 14 feet deep.
- ☐ Above ground incineration pits should be constructed with limestone and reinforced with earth anchors or wire mesh to support the weight of the loaders. There should be a 1-foot impervious layer of clay or limestone on the bottom of the pit to seal the ash from the aquifer.
- ☐ The ends of the pits should be sealed with dirt or ash to a height of 4 feet.
- ☐ A 12-inch dirt seal should be placed on the lip of the incineration pit area to seal the blower nozzle. The nozzle should overlap the pit edge by 3 to 6 inches.
- ☐ There should be 1-foot high, unburnable warning stops along the edge of the pit's length to prevent the loader from damaging the lip of the incineration pit.
- ☐ Hazardous or contaminated ignitable material should not be placed in the pit. This is to prevent contained explosions.
- ☐ The airflow should hit the wall of the pit about 2 feet below the top edge of the pit, and the debris should not break the path of the airflow except during dumping.
- ☐ The pit should be no longer than the length of the blower system and the pit should be loaded uniformly along its length.

### **Land Application of Wood Ash from Storm Debris Burn Sites Guidelines**

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- Whenever possible, soil test data and waste analysis of the ash should be available to determine appropriate application rate.
- In the absence of test data to indicate agronomic rates, application should be limited to 2 to 4 tons per acre/one time event. If additional applications are necessary, due to the volume of ash generated and time frame in which the ash is generated, then an ash management plan will be needed.
- Ash should be land applied in a similar manner as agricultural limestone.
- Ash should not be land applied during periods of high wind to avoid the ash blowing off the application sites.
- Ash should not be land applied within 25 feet of surface waters or within 5 feet of drainage ways or ditches on sites that are stabilized with vegetation. These distances should be doubled on sites that are not vegetated and the ash should be promptly incorporated into the soil.
- Records should be maintained to indicate where ash is applied and the approximate quantities of ash applied.
- As an option to land application, ash may be managed at a permitted municipal solid waste landfill after cooling to prevent possible fire.
- Assistance in obtaining soil test data and waste analysis of ash should be available through DEQ.

\*Note: May also be used in yard waste composting.

## **Reducing the Potential for Spontaneous Combustion in Compost or Mulch Piles Guidelines**

- When ground organic debris is put into piles, microorganisms can very quickly begin to decompose the organic materials. The microorganisms generate heat and volatile gases as a result of the decomposition process. Temperatures in these piles can easily rise to more than 160 degrees Fahrenheit. Spontaneous combustion can occur in these situations.
- Spontaneous combustion is more likely to occur in larger piles of debris because of a greater possibility of volatile gases building up in the piles and being ignited by the high temperatures. If wind rows can be maintained 5 feet to 6 feet high and 8 feet to 10 feet wide, volatile gases have a better chance of escaping the piles; and the possibility of spontaneous combustion will be reduced.
- Turning piles when temperatures reach 160 degrees can also reduce the potential for spontaneous combustion. Pile turning provides an opportunity for gases to escape and for the contents of the pile to cool. Adding moisture during turning will increase cooling. Controlling the amount of nitrogen-bearing (green) wastes in piles will also help to reduce the risk of fire. The less nitrogen in the piles the slower the decomposition process and consequently the less heat generated and gases released.
- Large piles should be kept away from wooded areas and structures and should be accessible to fire fighting equipment, if a fire were to occur. Efforts should be made to avoid driving or operating heavy equipment on large piles because the compaction will increase the amount of heat build-up, which could increase the possibility of spontaneous combustion.

**APPENDIX I**

**DEBRIS MANAGEMENT EQUIPMENT ASSETS**

**Hanover County**



## **Department of Public Works Equipment**

3 Wheeled Loaders  
2 Farm Tractors  
4 Roll-Off Trucks  
3 Road Tractors  
1 Roll-Off Trailers  
3 100 cy Trailers  
1 Flat Bed Trailer  
2 12' Trailers  
1 Single Axle Dump Truck  
1 Chipper

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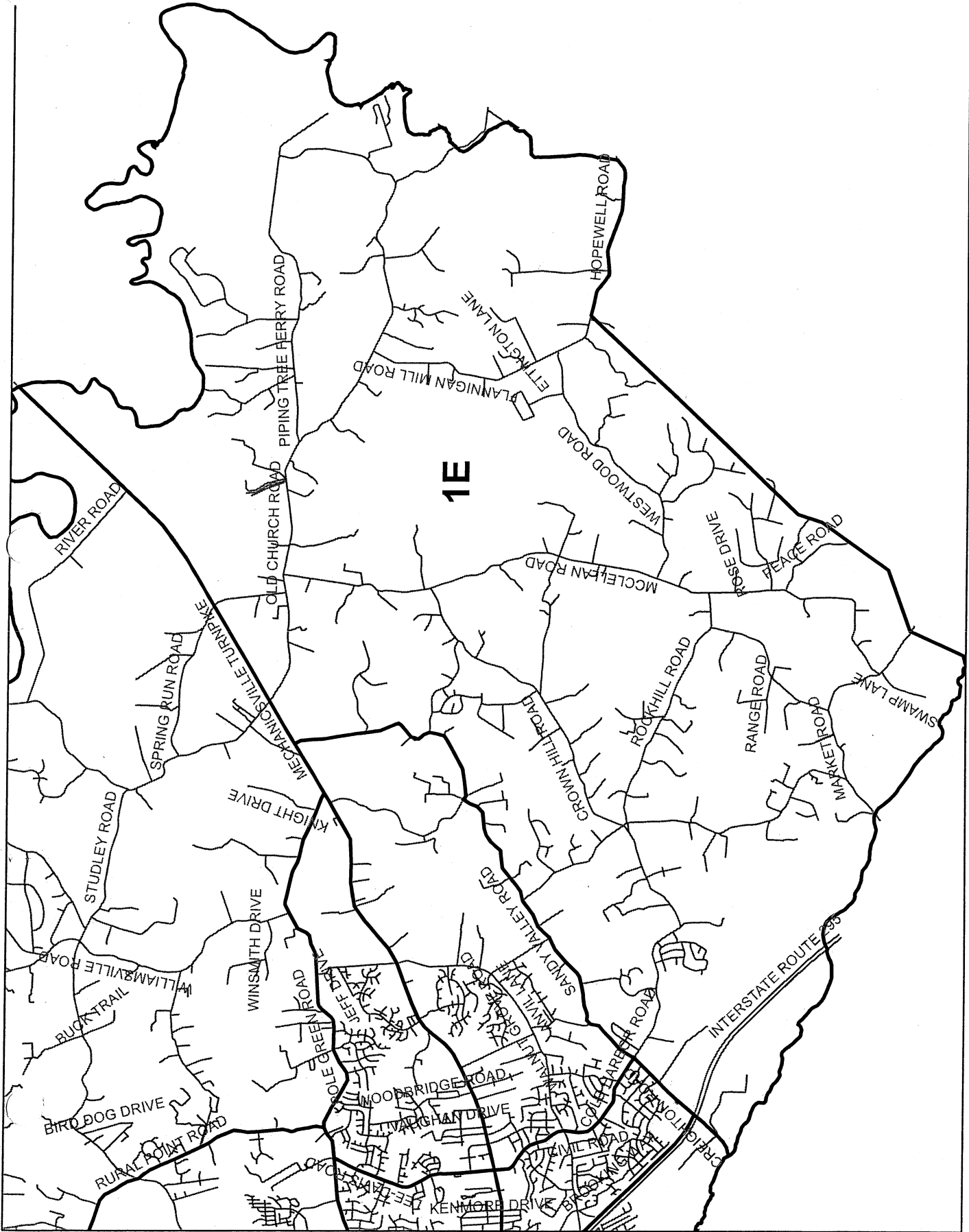
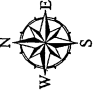
## **Parks and Recreation Equipment**

John Deer 4X4 Utility Vehicle  
John Deer 870 4X4 Tractor with bucket  
Land Trac 4x4 Tractor with bucket  
John Deere 310D Backhoe  
6933 Truck 105 gal. Diesel Tank  
6920 Truck 105 gal. Diesel Tank  
6927 Truck 105 gal. Diesel Tank  
6935 Truck 75 gal. Diesel Tank  
6926 Truck 105 gal. Gas Tank  
6917 Truck 105 gal. Gas Tank  
6923 Truck 105 gal. Gas Tank  
6925 Truck 105 gal. Gas Tank  
8000 Watt Miller Generator  
6000 Watt North Star Generator  
15 Stihl Chain Saws  
5 Stihl Pole Saws  
12002 Diesel Dump Truck F-8000  
6922 Gas Dump Truck F-600  
6941 Diesel Dump Truck F-8000  
Cat Motor Grador County # 25739

**APPENDIX J**

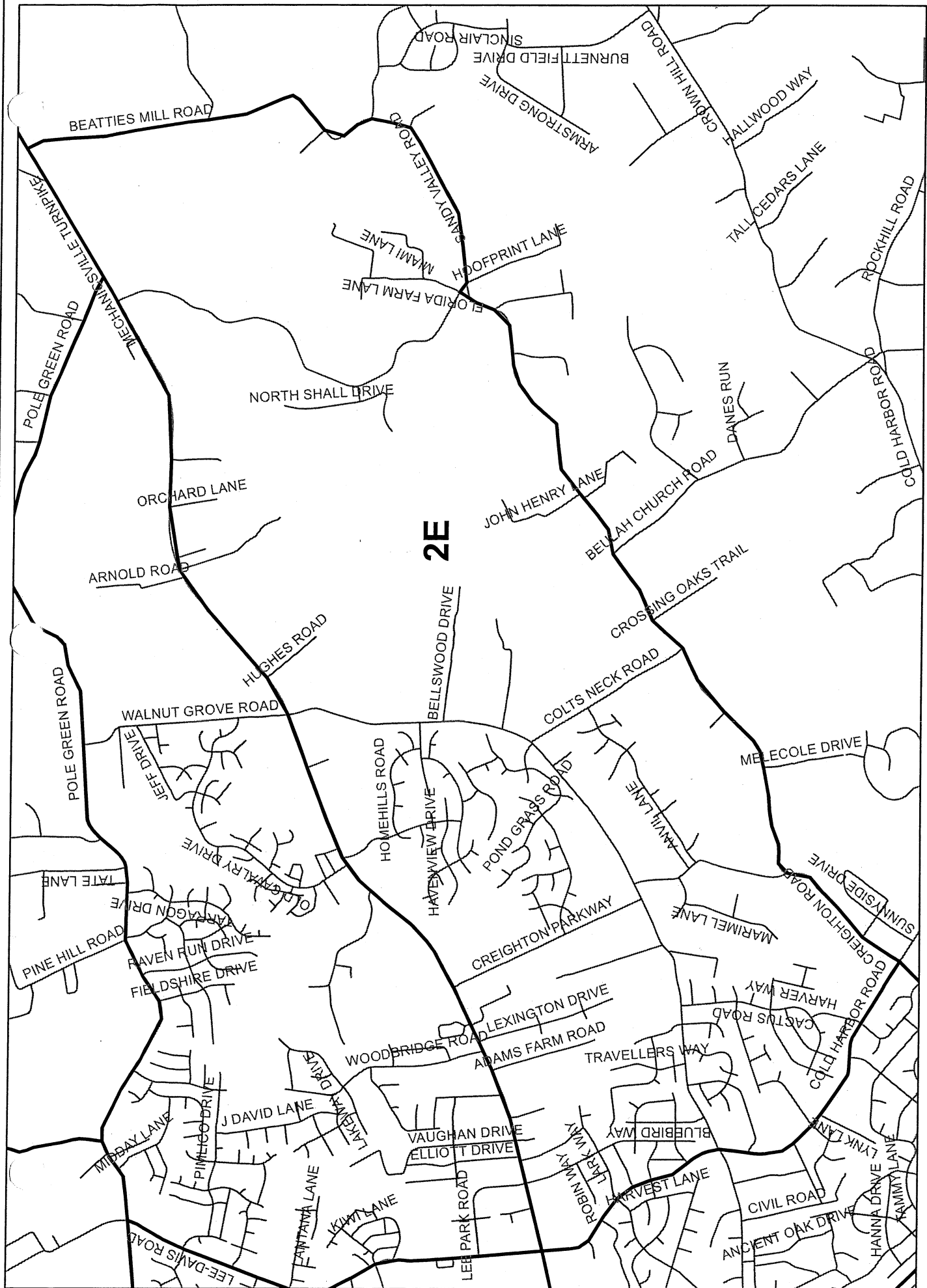
**DEBRIS COLLECTION ZONES (SHERIFF'S MAPS)**

**Hanover County**

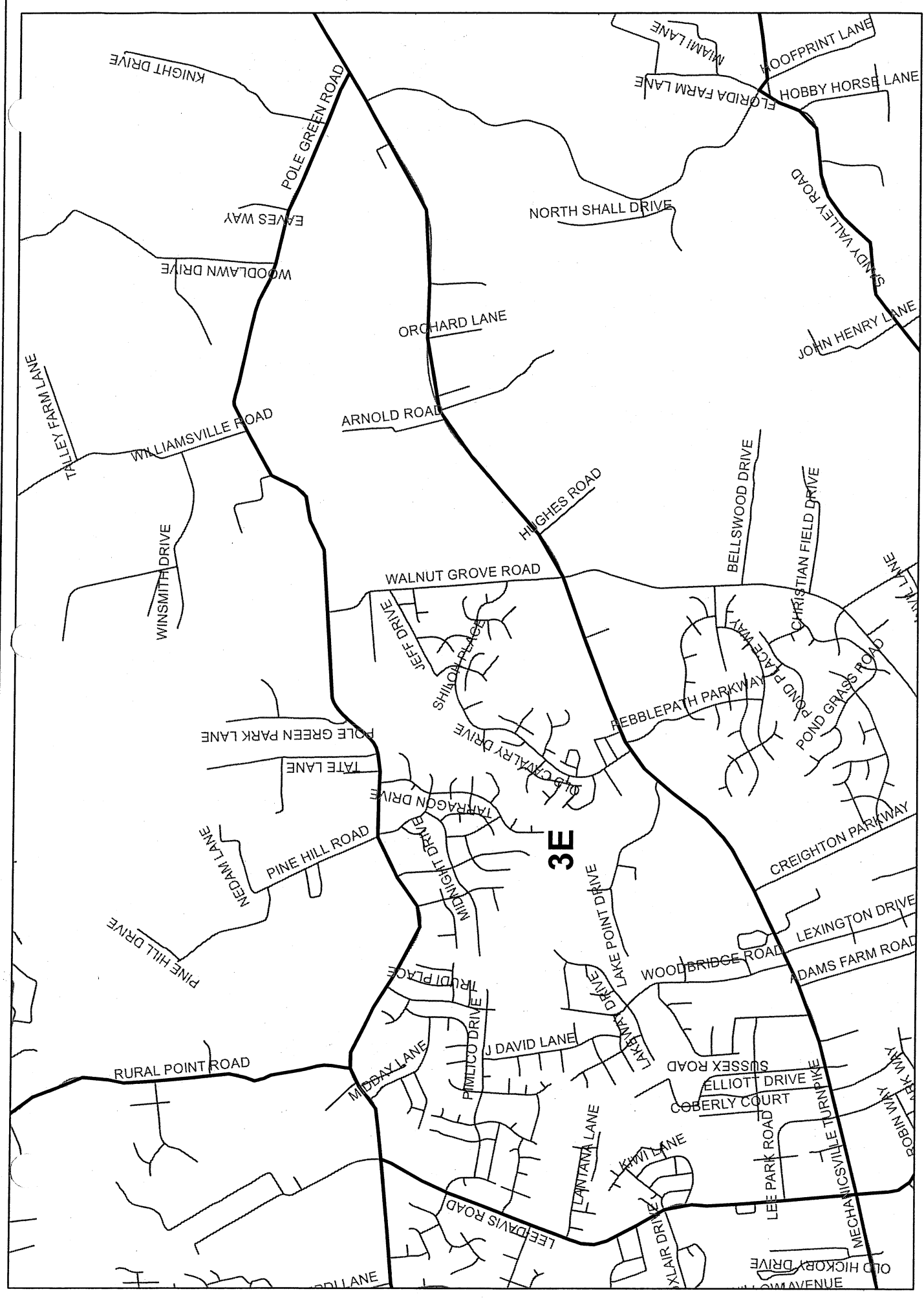


# Sheriff Beat 1E

Population - 6674  
Housing - 2463

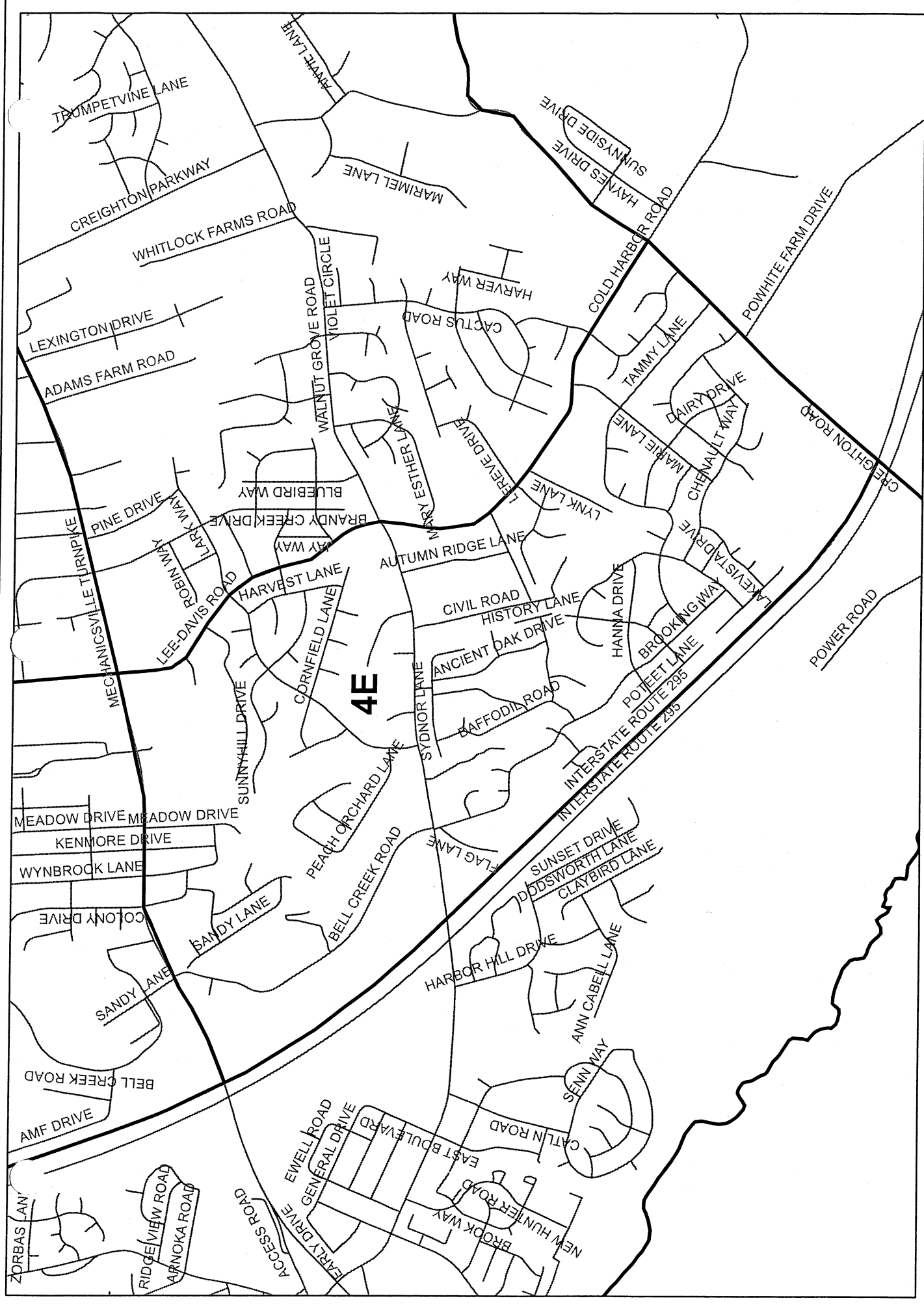


Population - 5911  
Housing - 2181



# Sheriff Beat 3E

Population - 6561  
Housing - 2421



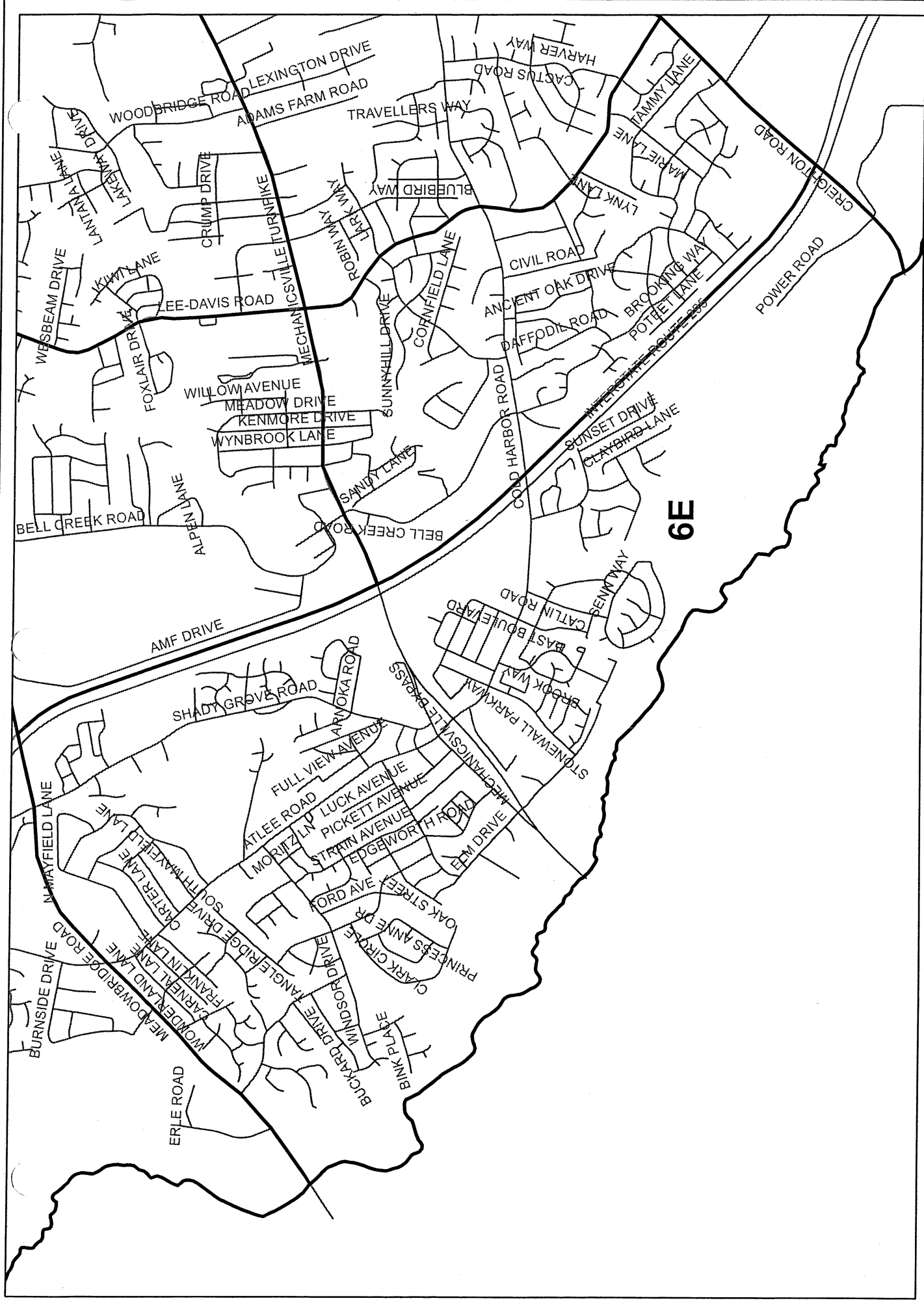
# Sheriff Beat 4E

Population - 3840  
Housing - 1417



# Sheriff Beat 5E

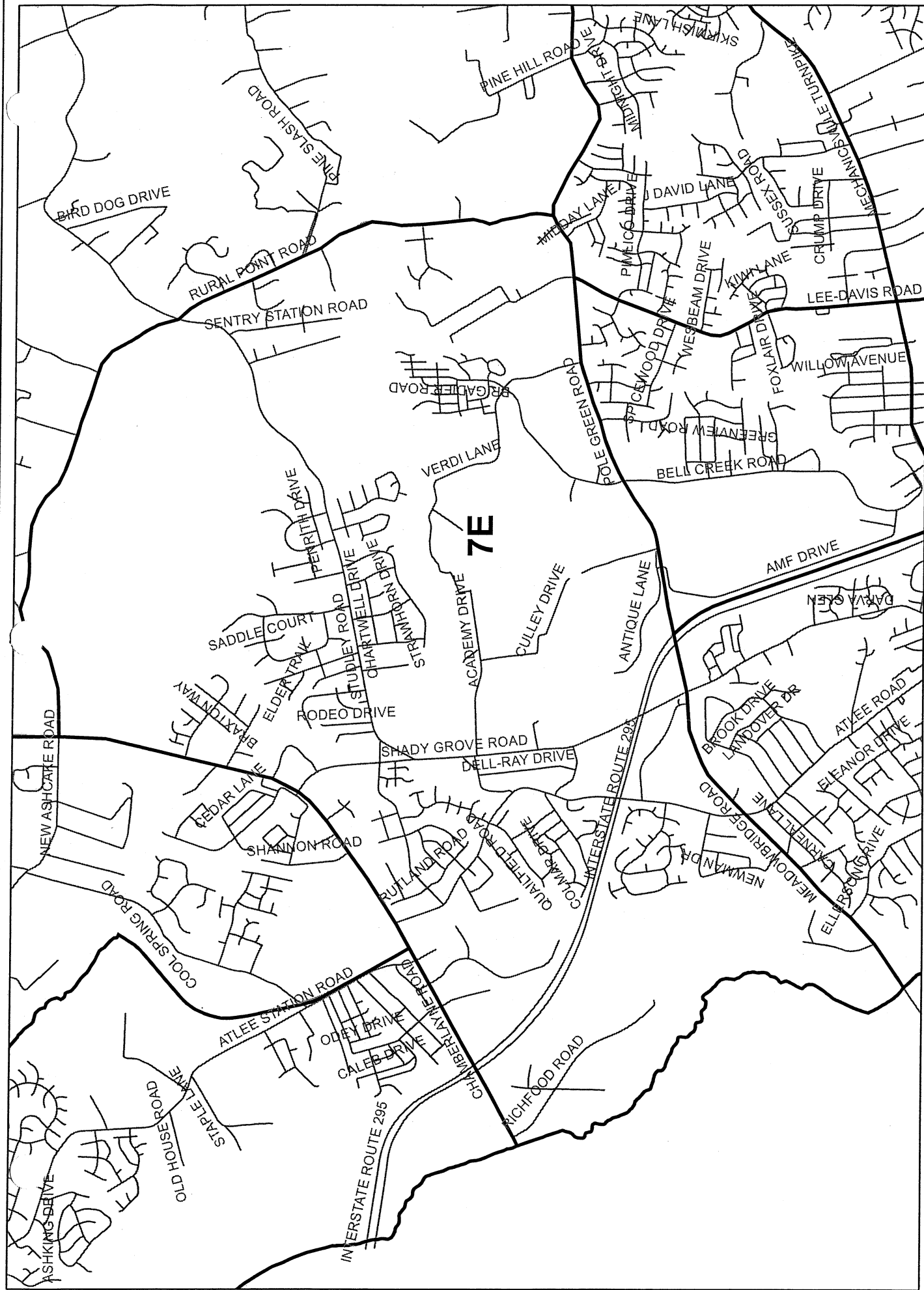
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Housing - 1237



# Sheriff Beat 6E

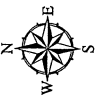
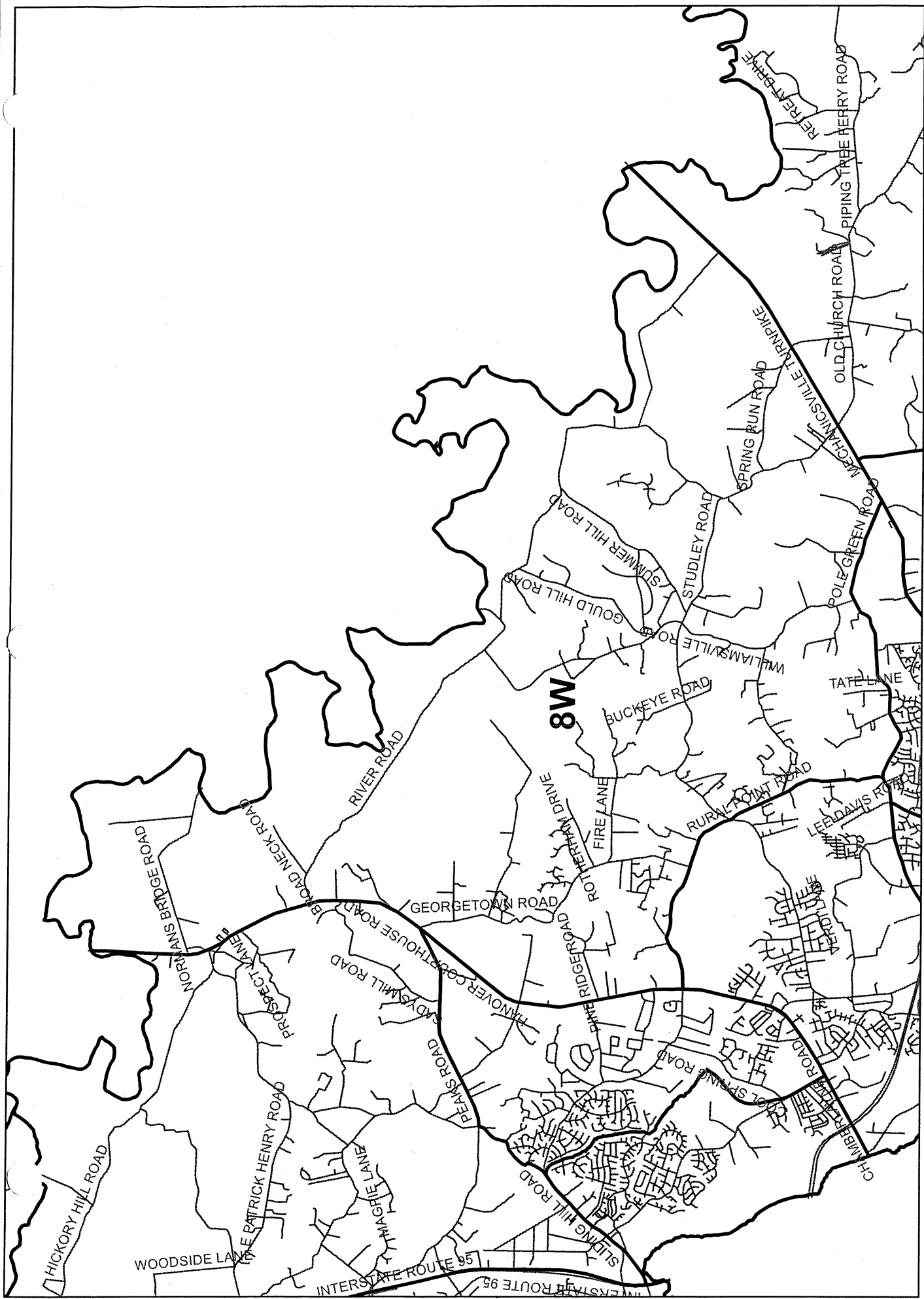
Population - 10480  
Housing - 3867





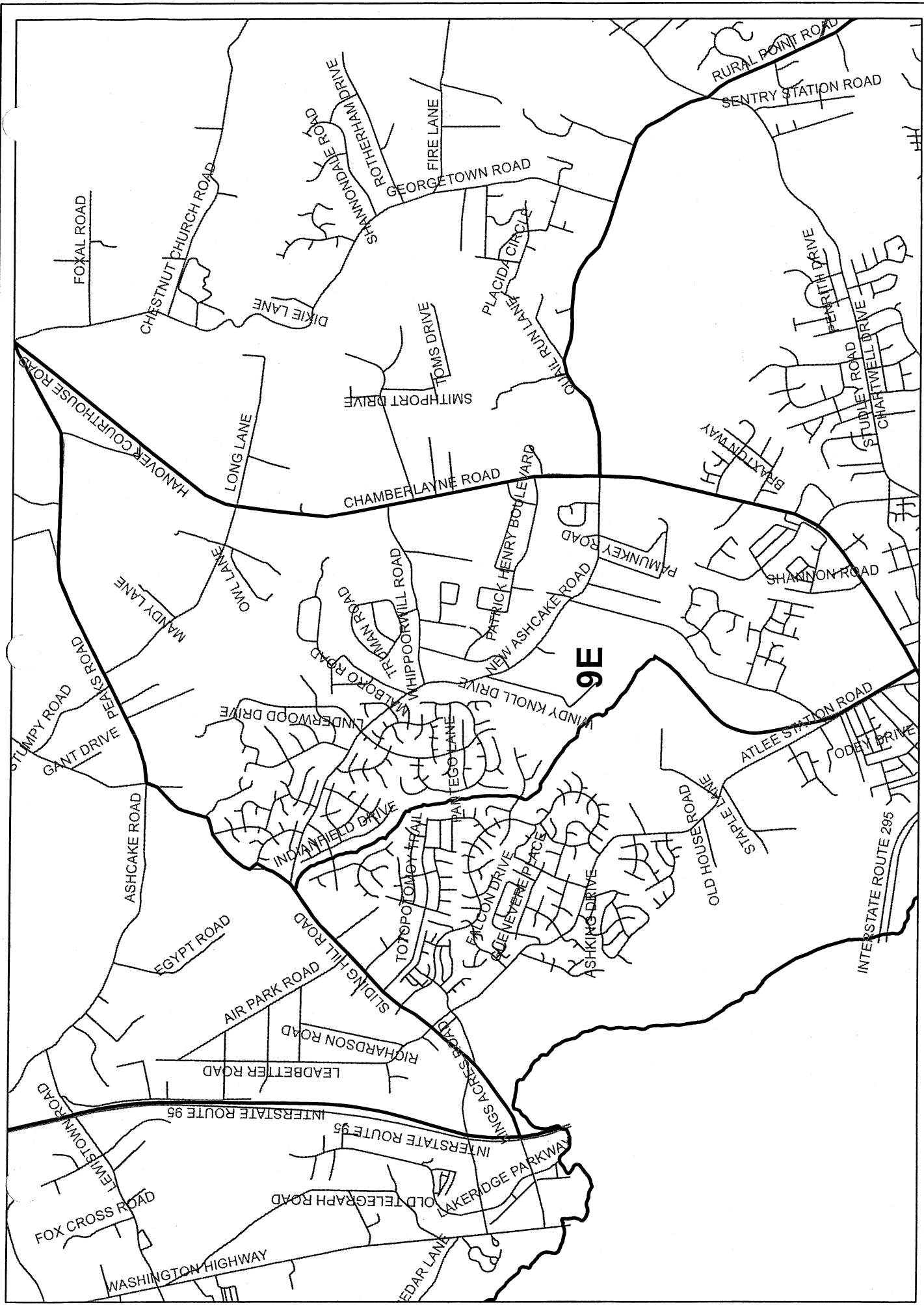
# Sheriff Beat 7E

Population - 7491  
Housing - 2764



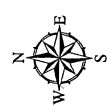
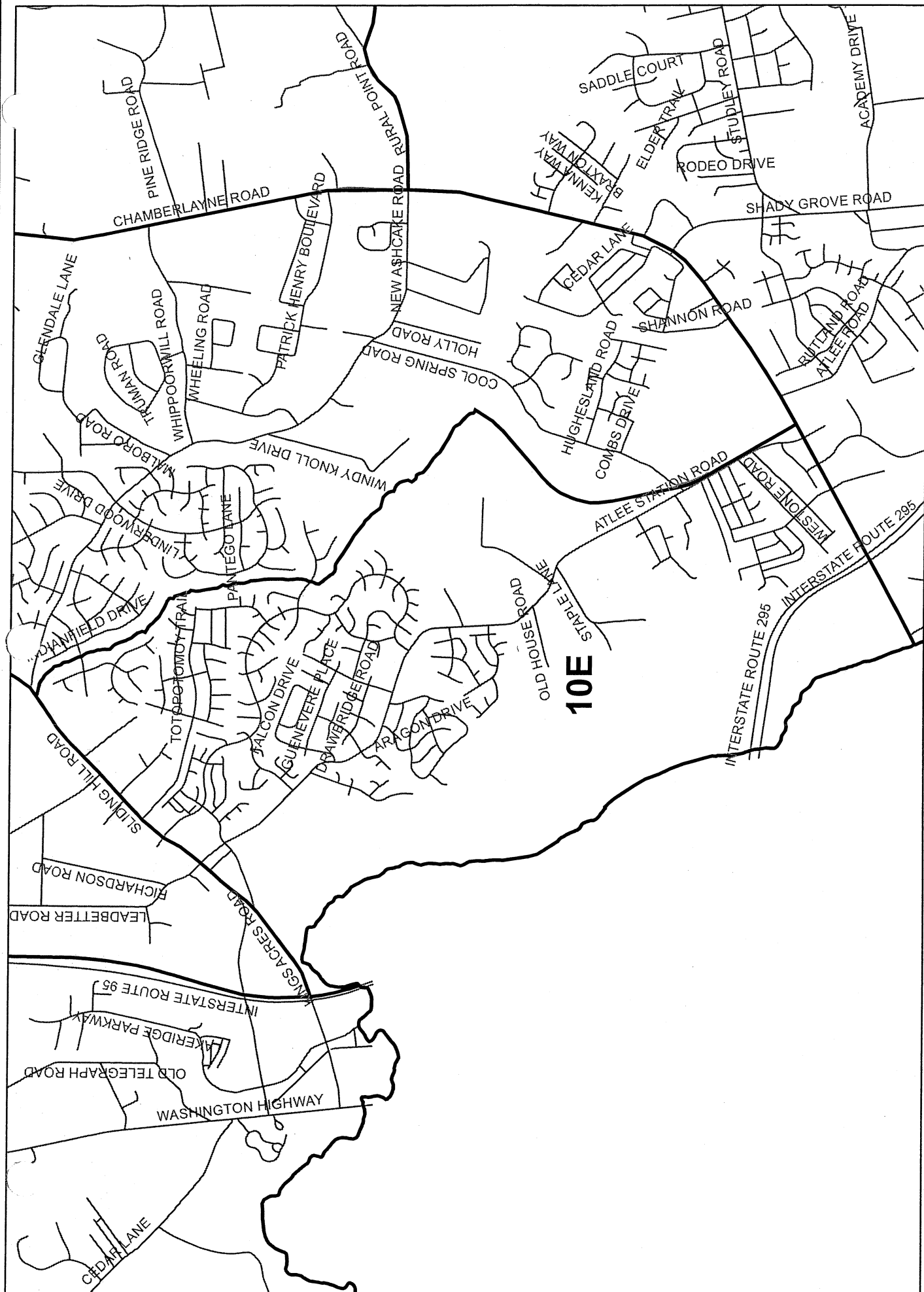
# Sheriff Beat 8W

Population - 5461  
Housing - 2015



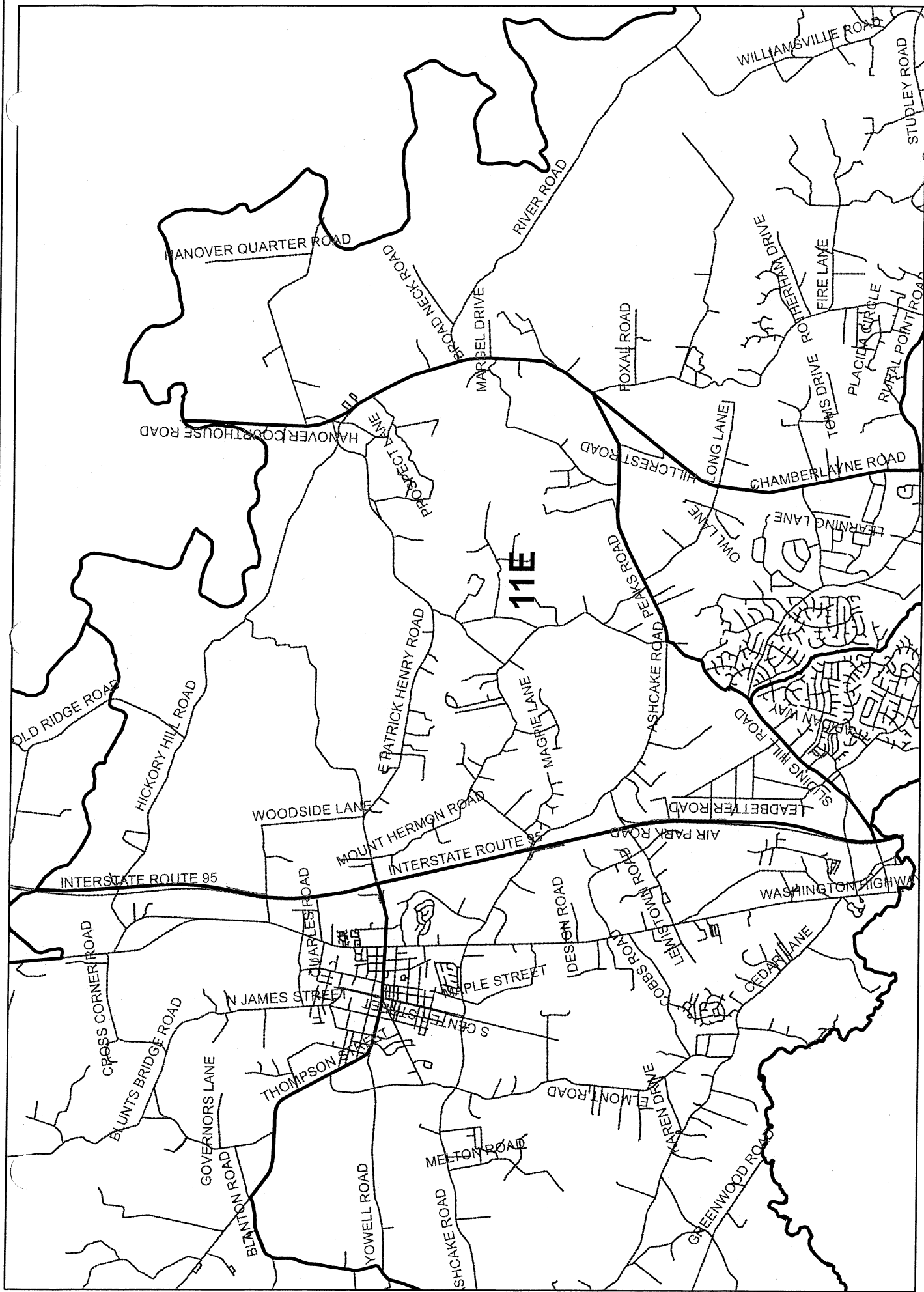
# Sheriff Beat 9E

Population - 6761  
Housing - 2495



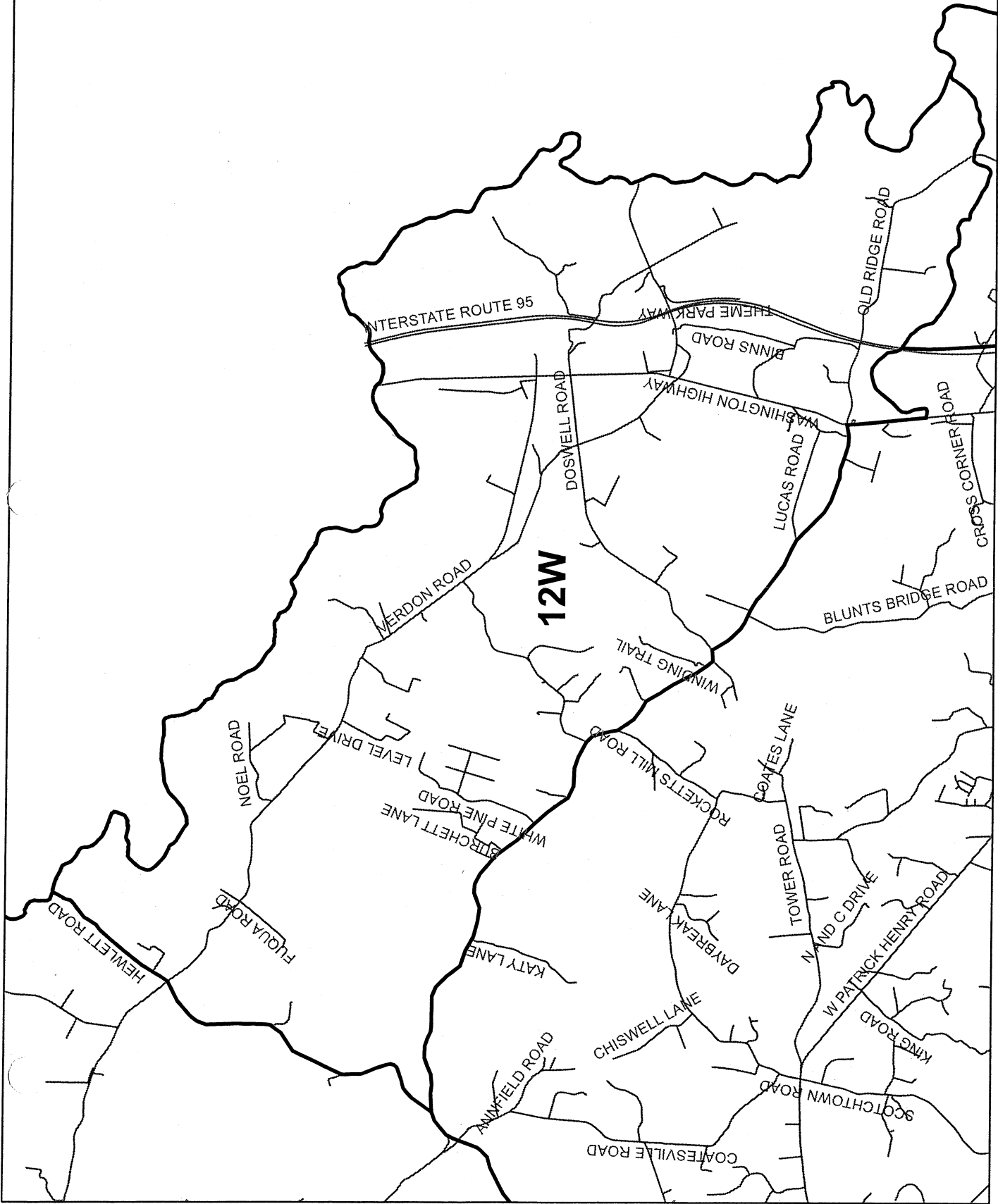
# Sheriff Beat 10E

Population - 7737  
Housing - 2855



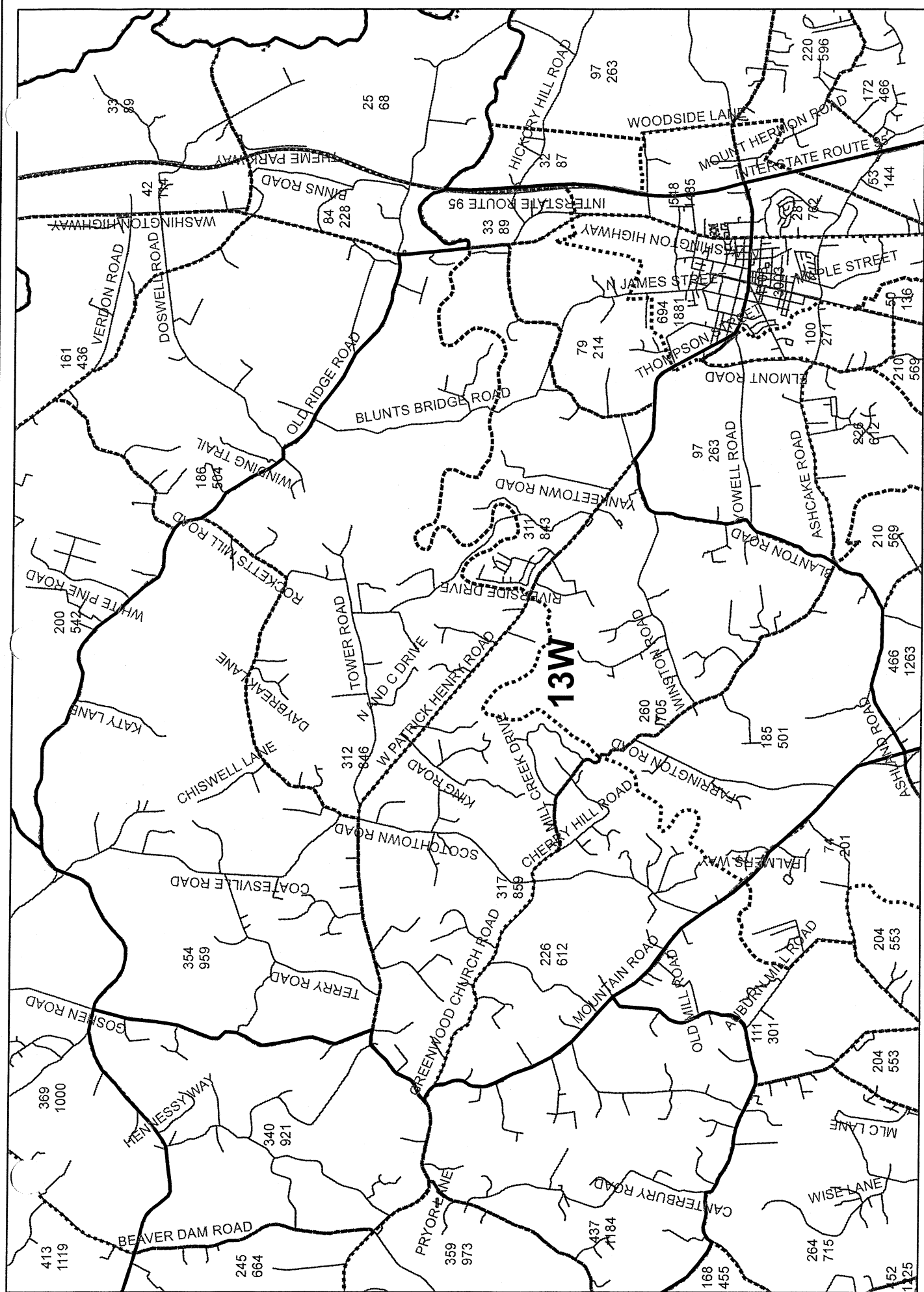
# Sheriff Beat 11E

Population - 2992  
Housing - 970



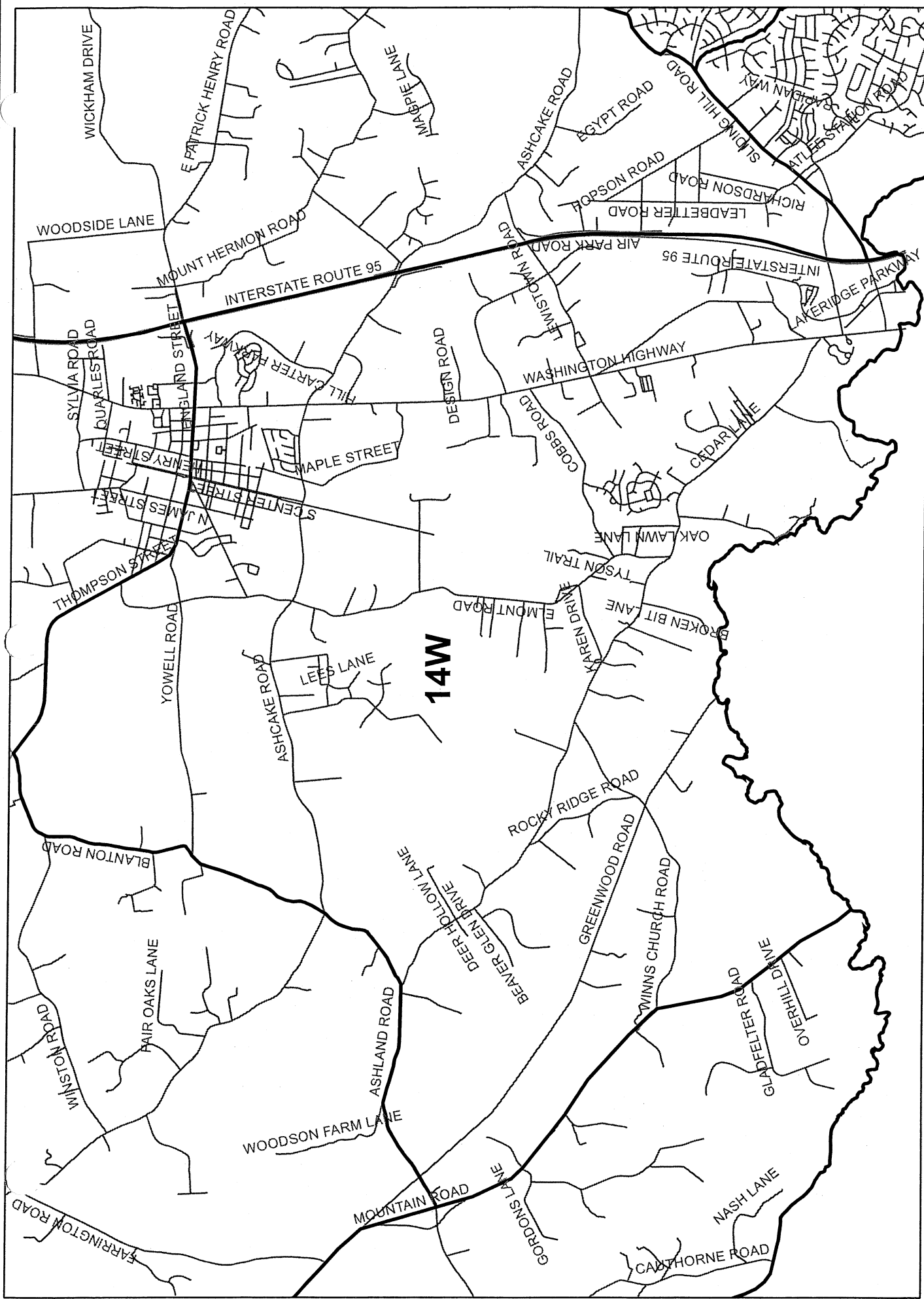
## Sheriff Beat 12W

Population - 1981  
Housing - 731



# Sheriff Beat 13W

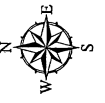
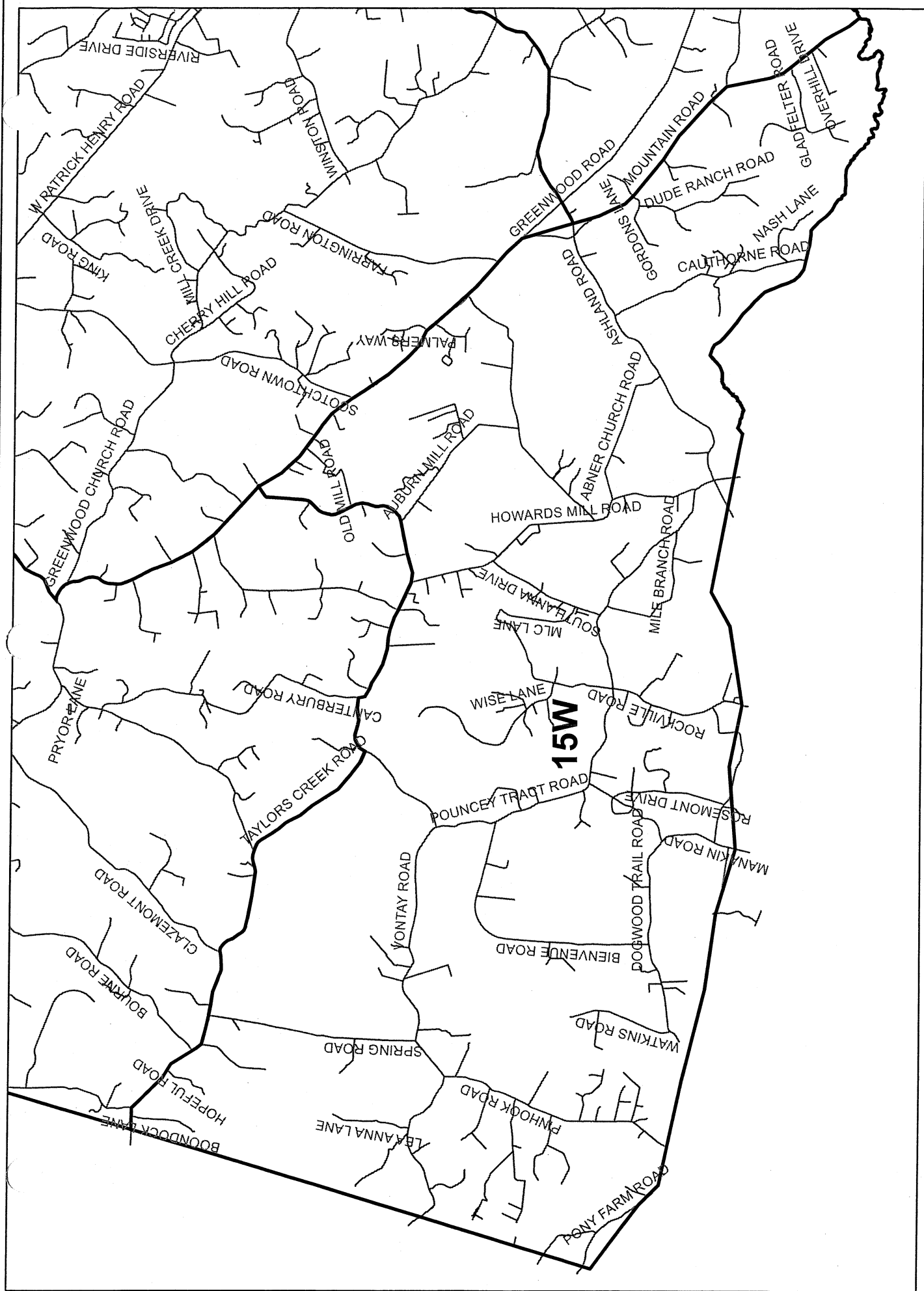
Population - 8837  
Housing - 3266



# Sheriff Beat 14W

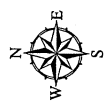
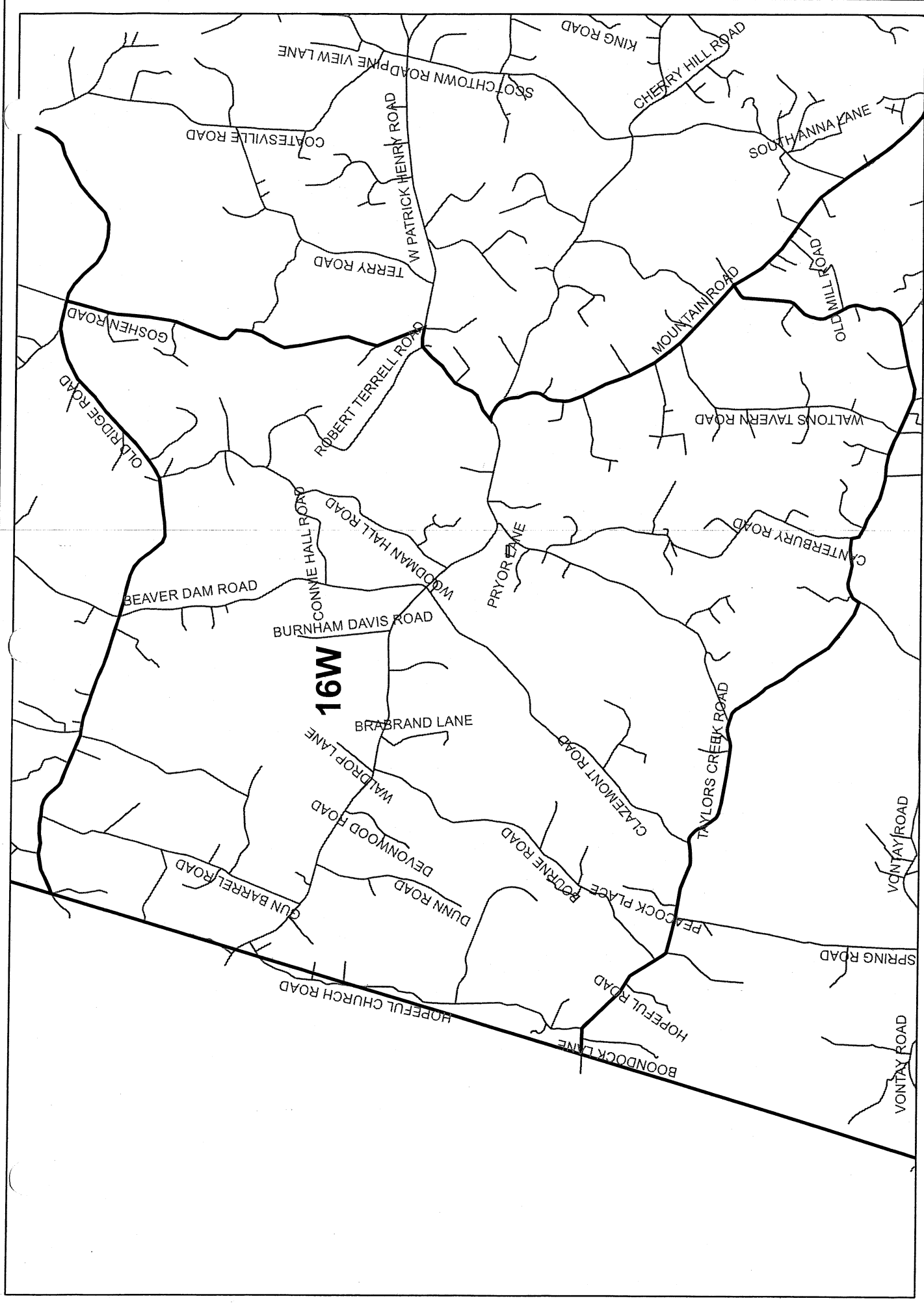
Population - 9557  
Housing - 3526





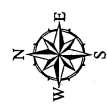
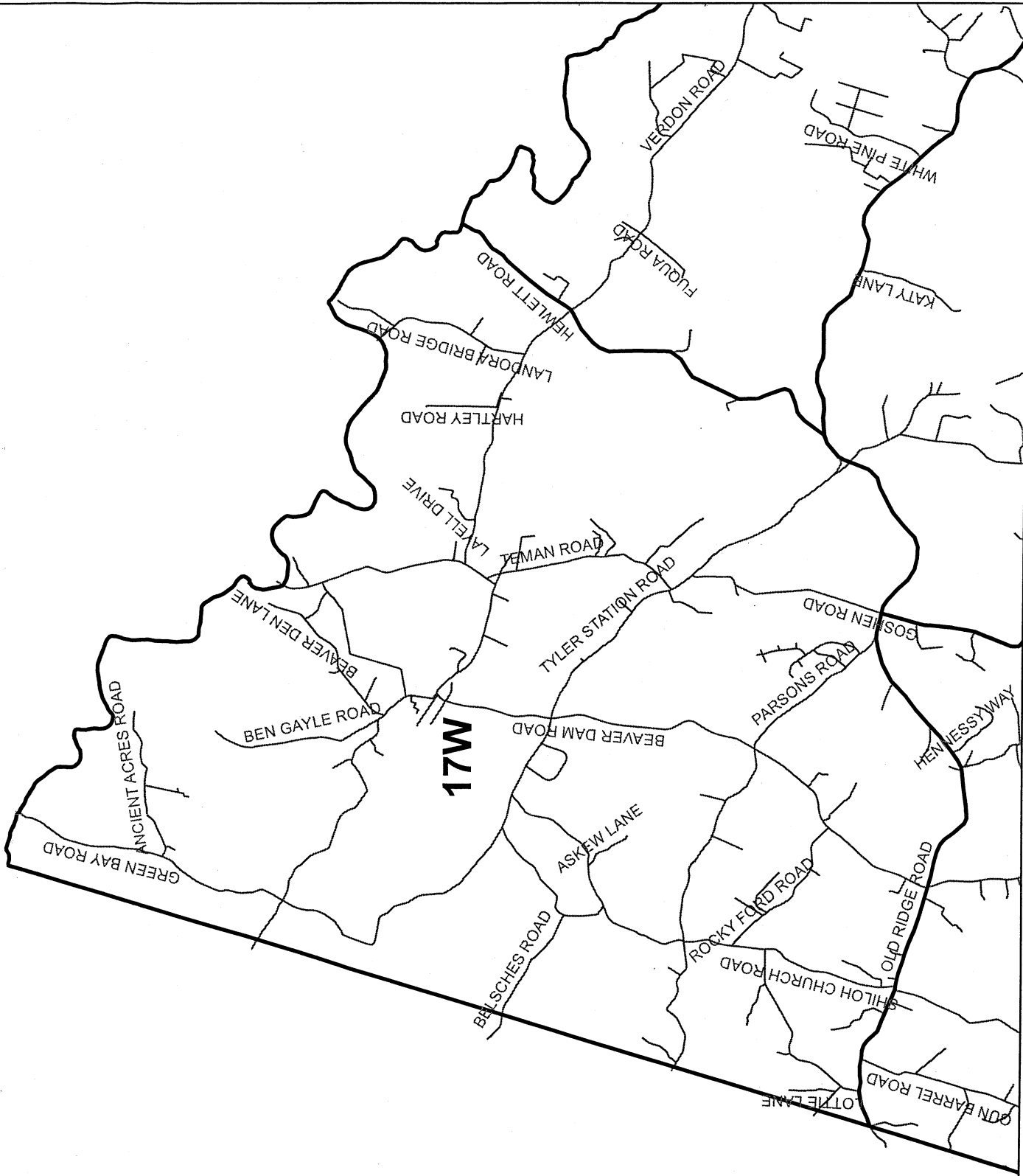
# Sheriff Beat 15W

Population - 4580  
Housing - 1690



# Sheriff Beat 16W

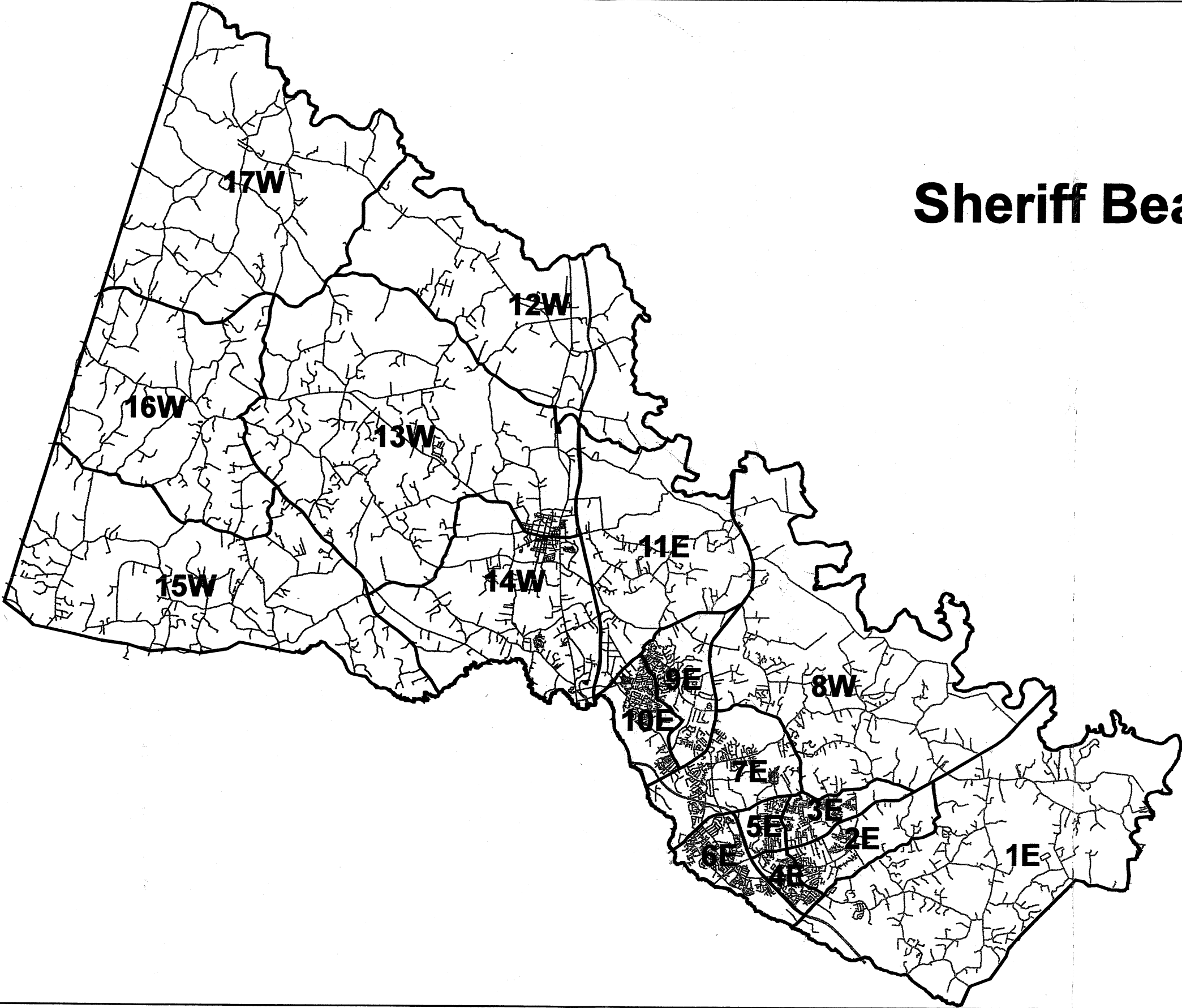
Population - 3742  
Housing - 1381



# Sheriff Beat 17W

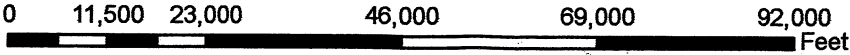
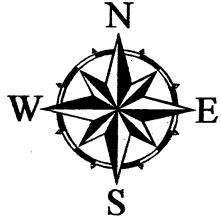
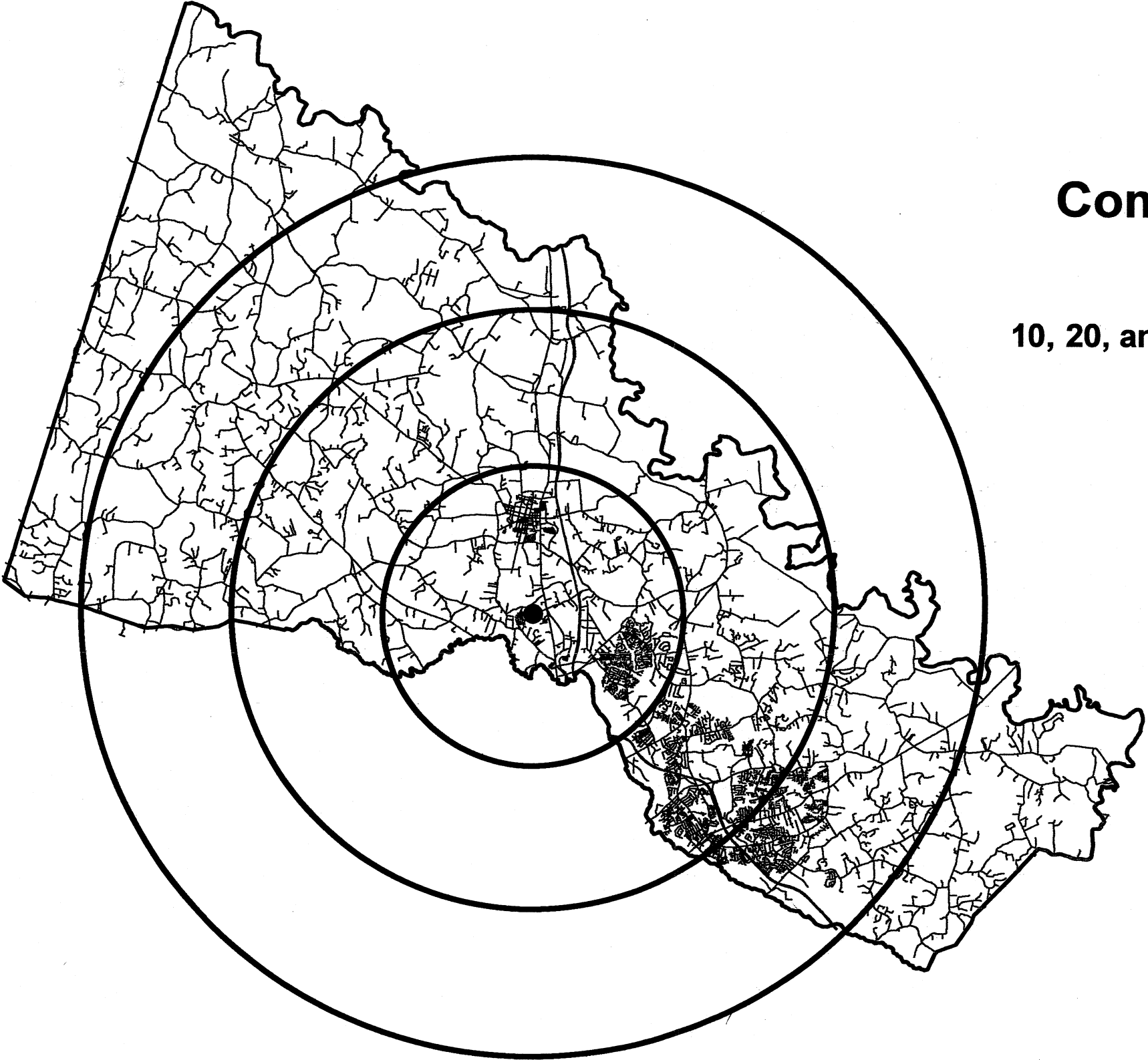
Population - 2767  
Housing - 1021

# Sheriff Beat Map



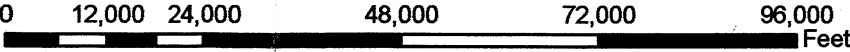
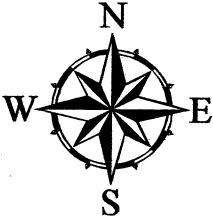
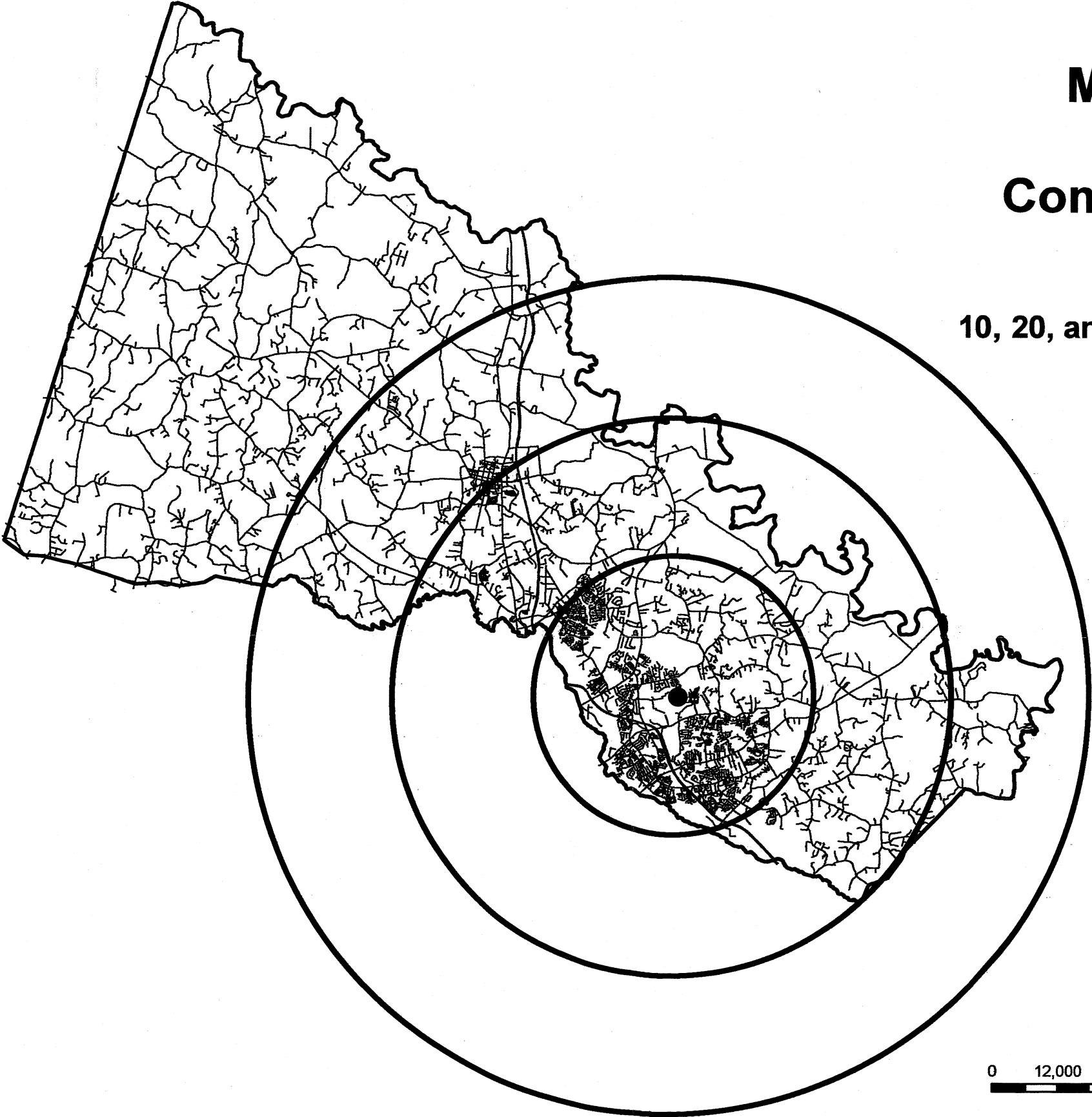
# Elmont Solid Waste Convenience Center

10, 20, and 30 Mile Designation Area's



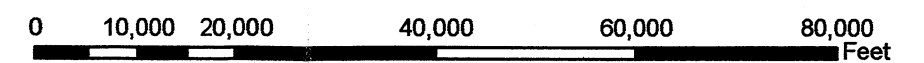
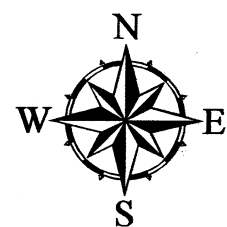
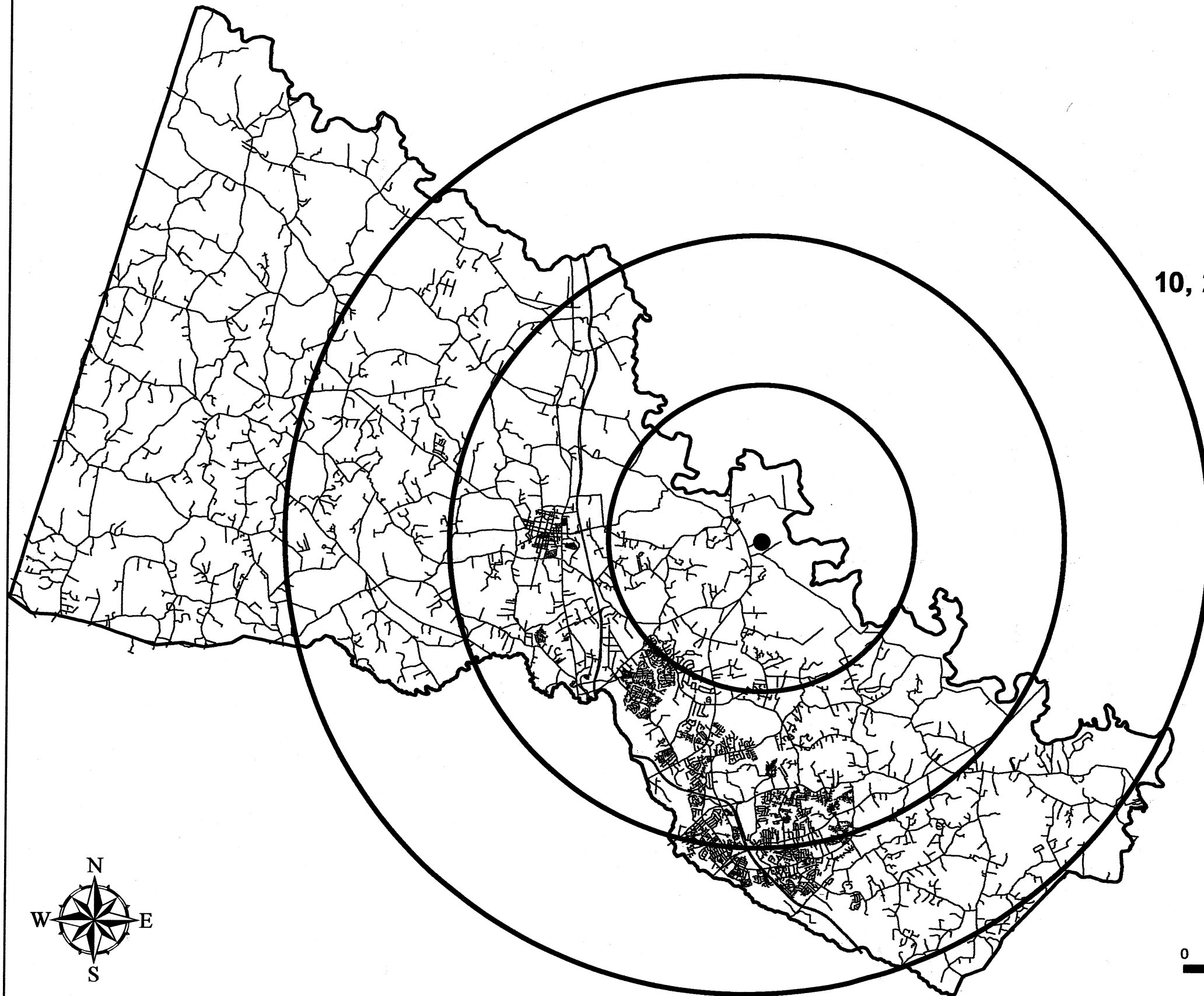
# Mechanicsville Solid Waste Convenience Center

10, 20, and 30 Mile Designation Area's



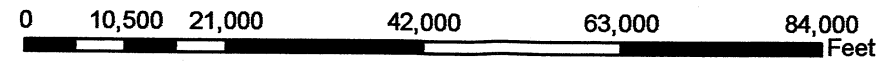
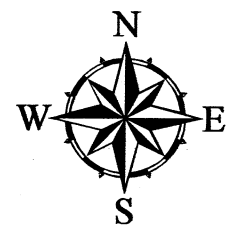
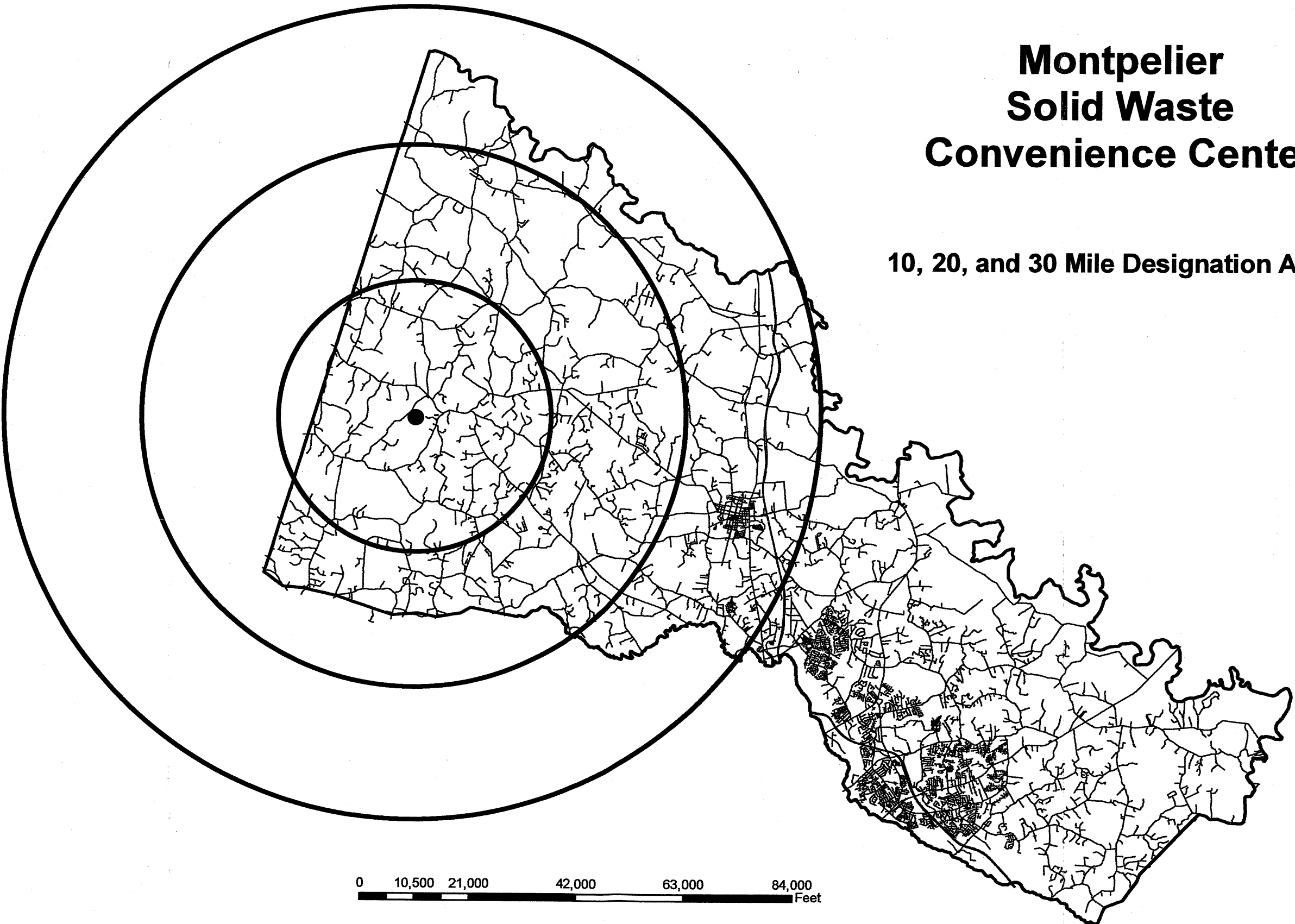
# 301 Transfer Station

10, 20, and 30 Mile Designation Area's



# Montpelier Solid Waste Convenience Center

10, 20, and 30 Mile Designation Area's





**APPENDIX K**  
**EMERGENCY PERMITS**  
**Hanover County**

## EMERGENCY DEBRIS WASTEPILE PERMITTING CRITERIA

This is an application for an emergency permit to dispose of waste generated as the result of natural or man-made disasters. The emergency permit request may be oral or written. If oral, it shall be followed within five days by a written emergency permit application. Oral responses can only be given if the applicant is fully aware of the siting requirements outlined in this application, otherwise a written request must be provided using this application. Mail or fax the written request to the Department.

*Emergency Permits are valid for 90 days from the time they are issued.  
All associated waste activities must be inclusive in the 90-day period.*

### INSTRUCTIONS:

Read all sections carefully. Fill in all of the information on DEQ Form EDWP-01 and all applicable information on DEQ Form EDWP-02. Public notice information required by the applicant is found on EDWP-03 and a certification signature is required on EDWP-04. Note that a site map, flood map, US Fish and Wildlife Service National Wetlands Inventory Map and a list of wastes to be received, and the manner and location of their treatment, storage and disposal must accompany this application. The site may either be selected prior to the emergency or immediately after the emergency. The Department encourages pre-selection. Follow the applicable guidelines below.

#### Pre-Selected Sites:

If the site is pre-selected, public participation must be held in accordance with the Virginia Solid Waste Management Regulations (VSWMR) regulations 9 VAC 20-80-485.A.5 and 9 VAC 20-80-485.B.4. The Department will not consider approval of a pre-selected site without public participation. Pre-selected sites, if approved, will be granted an emergency permit upon request at the time of the emergency. The applicant needs only to contact the Department, either orally or in writing, and provide a notice that a pre-selected site will be used for the present emergency. The notice shall include, as a minimum, the applicants name and contact information, the nature of the emergency, and the location of the site and owners name. Oral requests shall be followed with a written request within five days. DEQ Form EDWP-01 and DEQ Form EDWP-02 must be on file with the Department prior to the emergency for all pre-selected sites. The public notice form is found on form EDWP-03.

#### Post Emergency Sites

In the case of selecting a site immediately after an emergency, the Department may grant a temporary emergency permit through oral or written requests. The applicant may verbally relate the information requested on DEQ Form EDWP-01 and DEQ Form EDWP-02 but must provide written copies within five days or as soon as the infrastructure support will allow. In addition, a public notice as per 9 VAC 20-80-485.B.4 shall be published, by the applicant, within five days of the request, or as soon as practicable, in order for the emergency permit to become effective. A copy of the advertisement shall be faxed to the Department once it is published. Disposal of waste may commence upon verbal approval but all waste activities must cease after 90 days.

## EMERGENCY DEBRIS WASTEPILE PERMIT INFORMATION

## DEQ Contact Information

Department of Environmental Quality  
 4949-A Cox Road  
 Glen Allen, VA 23060  
 Attention: Solid Waste Permitting

Phone: (804) 527-5020

FAX: (804) 698-4383

**Please call prior to faxing to inform staff**

If information is not known, use NA. Please type or print information.

**SIGNATURE REQUIRED UNDER CERTIFICATION ON FORM DEQ EDWP-04 WHEN COMPLETED.**

Expected or current emergency	
Authority or Agency	Hanover County
Primary Contact=s Name	Steve Chidsey
Address	PO Box 407
City, State, Zip	Hanover, VA 23069
Phone Number / Fax Number	(804) 365-6158
Secondary Contact=s Name	
Address	
City, State, Zip	
Phone Number / Fax Number	
Site Location (latitude/longitude or directions from major roads)	Latitude = 37°48'49"N; Longitude = 77 ° 41'55"W
Site Name	Montpelier Convenience Center
City, State, Zip	15188 Clazemont Road, Montpelier, VA 23192
Owner of Site	Hanover County
Owner=s Address	PO Box 407
City, State, Zip	Hanover, VA 23069
Phone Number / Fax Number	(804) 365-6158
Approximate size (acres)	2
<u>List expected types of waste</u> Debris waste, possibly including brush, vegetative and demolition debris waste.	
<u>Typical treatment, storage and disposal options</u> Waste to be stockpiled on-site for later disposition via burn pit or landfilling.	

## EMERGENCY DEBRIS WASTEPILE SITING CRITERIA

Put a T or E in the Yes / No Columns as necessary. Additional information is provided as attachments A-F. Please read each criterion carefully. **Sign the certification on DEQ FORM EDWP-04.**

	Siting Criteria	Yes	No
1	Site Location Map Attached	X	
2	Not prone to base floods [100 year flood plain, coastal flooding] or inundation.	X	
	<i>Copy of FEMA Map or Equivalent is attached</i>	X	
3	Site is geologically stable. (see Attachment A)	X	
4	Site has adequate berm area and terrain to manage leachate release.	X	
5	Not closer than:		
	100 feet from any regularly flowing surface water body or river.	X	
	200 feet from any well, spring, or other groundwater source of drinking water	X	
6	WETLANDS SHALL NOT BE IMPACTED. (see Attachment B)		
	<i>US Fish and Wildlife Service National Wetlands Inventory Map is attached.</i>	X	
7	Site characteristics		
	Slopes less than 33%	X	
	No springs seeps or other groundwater intrusions	X	
	No gas, water, sewage, or electrical or other transmission lines under the site	X	
	No existing open dump, unpermitted landfill, lagoon, or similar facility on site.	X	
	Specific site conditions which may be considered for exemption (applies only to site characteristics) SPECIFY:		
8	No strip mines, exposed bedrock or quarries present. (See Attachment C)	X	
	If No, does the site have a liner as per Attachment C?		
9	Fifty-foot firebreak around disposal areas and from all treelines	X	
10	Does not impact cemeteries (public, private, pet) or culturally sensitive areas.	X	
11	Has ample access for delivery vehicles.	X	
12	Is anticipated waste acceptable for disposal? (See Attachment D) (90 day permit, all activities inclusive)	X	
13	Can the waste be segregated for disposal? (See Attachment D)	X	
14	Public notice form with required information attached. (See Attachment F. Form should be faxed with other required forms. May be verbal over phone, if necessary.)	X	
15	For pre-selected sites, was a public meeting held? (If not pre-selected site, go to 15)		X
	Public Meeting Location: _____ Date: ____/____/____ (mm/dd/yyyy)		
16	Can the site be closed in accordance with Department standards? (See Attachment E)	X	

**Public Notice for Emergency Permits**

Type of media (e.g. newspaper or radio)	Newspaper
Name of media (e.g. newspaper)	Richmond Times Dispatch
Contact Name	Steve Chidsey
Phone Number	(804) 365-6158
Fax Number	
Publication cycle	

**NEWSPAPER ADVERTISEMENT**

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
OFFICE OF WASTE PERMITTING  
PUBLIC NOTICE FOR A  
TEMPORARY EMERGENCY PERMIT  
TO TREAT AND STORE SOLID WASTE  
DUE TO \_\_\_\_\_,  
(emergency)  
FOR HANOVER COUNTY, VA  
(city, town, county)

Due to the recent emergency from \_\_\_\_\_, and pursuant to the requirements of 9 VAC 20-80-485 .B.4 of the Virginia Solid Waste Management Regulations (VSWMR), Permitting of Solid Waste Management Facilities, The Virginia Department of Environmental Quality (*Regional Office Address & ZIP*), hereby authorizes Hanover County to operate a temporary emergency debris site located at the Montpelier Convenience Center. The site will receive the following solid waste \_\_\_\_\_.

Typical treatment, storage, and disposal options will include: Waste to be stockpiled on-site for later disposition via burn pit or landfilling. The site meets the minimum siting requirements deemed necessary for environmental protection and public safety. Groundwater monitoring is not required but leachate management and run-off control are required. The permit will expire 90 days from the date of verbal or written authorization given on \_\_\_\_\_. Closure shall include the removal of wastes, waste constituents, and all temporary features used in support of the waste activities associated with deposit, environmental protection, maintenance, and operation. Final closure should return the site to as near as natural condition as possible prior to the disposal of waste. If there are any questions or concerns regarding the issuance of the temporary emergency permit, please contact the Department at (804) 365-6158 or at the above address.

ALL APPLICATIONS MUST BE SIGNED.

CERTIFICATION:

I hereby affirm that the information provided on this application is accurate and complete to the best of my knowledge. I fully understand the requirements of the siting criteria and that an emergency permit is valid for 90 days from the time of issuance. All activities must be inclusive in the 90-day period. Failure to provide accurate and complete information or follow the requirements and conditions of this application may result in permit denial or revocation. I have enclosed a copy of the advertisement that was published in the local newspaper.

Signed \_\_\_\_\_

Date \_\_\_\_\_  
(Type or Print dd/mm/yyyy)

Title or Authority by \_\_\_\_\_  
(Type or Print)

The following items must be returned to the Department:

\_\_\_\_\_ Contact Information (EDWP-01)  
\_\_\_\_\_ Siting Checklist (EDWP-02)  
\_\_\_\_\_ Copy of Advertised Public Notice  
\_\_\_\_\_ Certification (EDWP-04)

**ATTACHMENT A: GEOLOGY**

Emergency debris (ED) wastepiles shall not be sited in geologically unstable areas where inadequate foundation support for the structural components of the wastepile exists. Factors to be considered when determining unstable areas shall include:

- a. Soil conditions that may result in differential settling and subsequent failure of containment berms;

**EXAMPLES**

highly compressible clays,	liquefiable soil	expansive soils	peat
collapsible soils	frost-susceptible soil	soils susceptible to hydrocompaction	
other conditions not explicitly listed			

- b. Geologic or geomorphologic features that may result in sudden or non-sudden events and subsequent failure of containment berms;

**EXAMPLES**

Landslide prone areas	Abandoned river channels	highly erosion-prone areas	over sole source aquifer
other conditions not explicitly listed		highly karstic areas	groundwater seeps
structural discontinuities such as extreme folding, faulting, fracturing and jointing			

- c. Man-made features or events (both surface and subsurface) that may result in sudden or non-sudden events and subsequent failure of containment berms;

**EXAMPLES**

Emergency routes	unpermitted landfills	sludge lagoons	unsuitable fill
adjacent to highly explosive products such as chemical, petroleum or fertilizer storage bins			
downstream of weakened or damaged dams or other water retention structures			
over underground excavations such as storage tanks, sewer and traffic tunnels, mine shafts			
other conditions not explicitly listed			

- d. Presence of sink holes within the disposal area.

**ATTACHMENT B: WETLANDS**

Wetlands shall be avoided at all times. Existing wetland delineation maps prepared the US Fish and Wildlife Service shall be used to determine prohibited areas. *Attach an applicable Wetlands Inventory Map with this application.* Wetlands that are encountered on the site yet are not covered by the map shall not be used unless the U.S. Army Corps of Engineers provides an approval letter and it is attached to this application.

**ATTACHMENT C : STRIP MINES, EXPOSED BEDROCK AND QUARRIES**

In strip mine pits, all coal seams and coal outcrops shall be isolated from solid waste materials by a minimum of five feet of natural or compacted soils with a hydraulic conductivity less  $1 \times 10^{-7}$  cm/sec. Exposed bedrock and quarry faces shall also be lined with five feet of natural or compacted soil with a hydraulic conductivity  $\leq 1 \times 10^{-7}$  cm/sec.

**ATTACHMENT D: WASTE****Acceptable Waste**

Demolition waste, construction waste, debris waste, land clearing debris, discarded tires, and white goods, free of chlorofluorocarbons and PCBs. No other wastes are authorized for the ED wastepile. Liquid waste, sludge waste, radioactive waste, friable asbestos, medical waste and other similar waste shall be prohibited.

Hazardous waste shall be prohibited from the emergency wastepile except when a separate, distinct area can be lined with concrete, collection berms and ditches are erected, and containment booms, in conjunction with other containment strategies, are used.

#### Segregation

1. The limits of the wastepile shall be large enough to allow segregation of waste with 50-foot firebreak between each segregated area and any adjacent wastepiles or treelines.
2. Each segregated area shall be large enough to accommodate expected volume of waste type.
3. The following wastes require separate disposal areas within the limits of the emergency wastepile.
  - A. Yard Waste and Woody Products such as trees, stumps, untreated wood and timber, paper products, and untreated wooden household furnishings.
  - B. Treated and Painted Wood Products
  - C. White Goods
  - D. Tires
  - E. Concrete, Asphalt and Building Material (friable asbestos is prohibited)
  - F. Hazardous Waste (if allowed)

#### ATTACHMENT E: CLOSURE

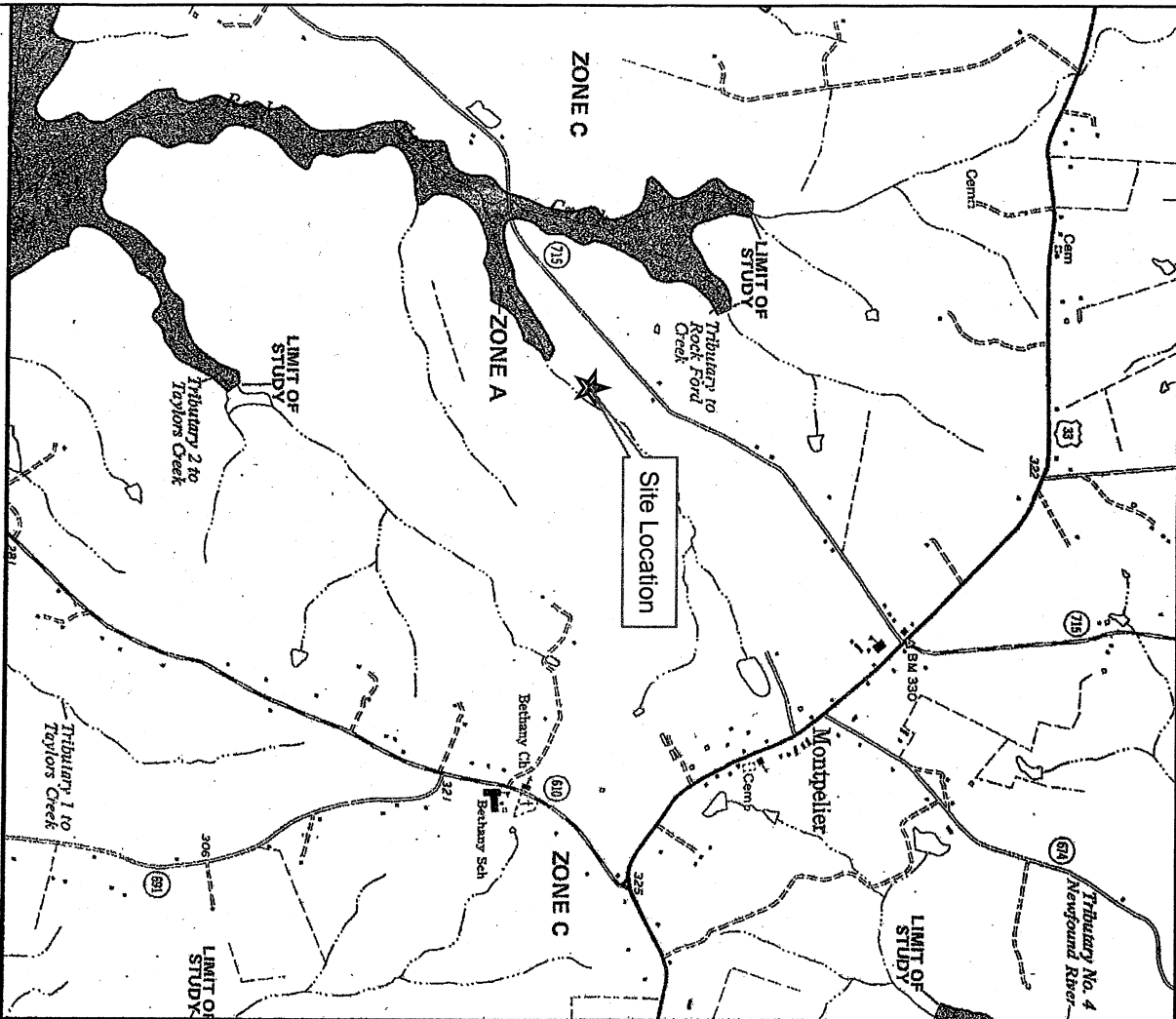
Closure shall include the removal of wastes, waste constituents and all temporary features used in support of the waste activities associated with deposit, environmental protection, maintenance and operation. Final closure should return the site to as near as natural condition as possible prior to the disposal of waste.

#### ATTACHMENT F: PUBLIC NOTICE

VSWMR 9 VAC 20-80-**485.B.4** requires a public notice to be accompanied with the written permit. The **Applicant** will fill out DEQ FORM EDWP-03 and fax that to a newspaper in the largest circulation for that municipality. The generic form contains the required information. The form is self-explanatory and may be filled in by hand. PRINT, do not use cursive. It must be legible. A copy of the advertisement from the newspaper must be submitted to the Department within 24 hours after submitting the contact information and siting checklist. Once the Department receives the required permit application and a copy of the advertisement from the applicant the permit will be signed and issued. The actual publication date of the advertisement should be the soonest date possible depending on the soonest newspaper publication date.







**NATIONAL FLOOD INSURANCE PROGRAM**

**FIRM**

**FLOOD INSURANCE RATE MAP**

**HANOVER COUNTY, VIRGINIA**  
(UNINCORPORATED AREAS)

**PANEL 150 OF 475**  
(SEE MAP INDEX FOR PANELS NOT PRINTED)

**COMMUNITY-PANEL NUMBER**  
510237 0150 A

**EFFECTIVE DATE:**  
SEPTEMBER 2, 1981

**Federal emergency management agency**  
**federal insurance administration**

**APPROXIMATE SCALE**

2000 0 2000 FEET

This is an official copy of a portion of the above referenced flood map. It was extracted using FEMA's Flood Data Extraction Tool (FDET) and does not reflect changes or amendments which may have been made to the map since the date on the title block. For the latest product information about National Flood Insurance Program flood maps check the FEMA Flood Map Store at [www.fema.gov](http://www.fema.gov)


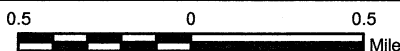
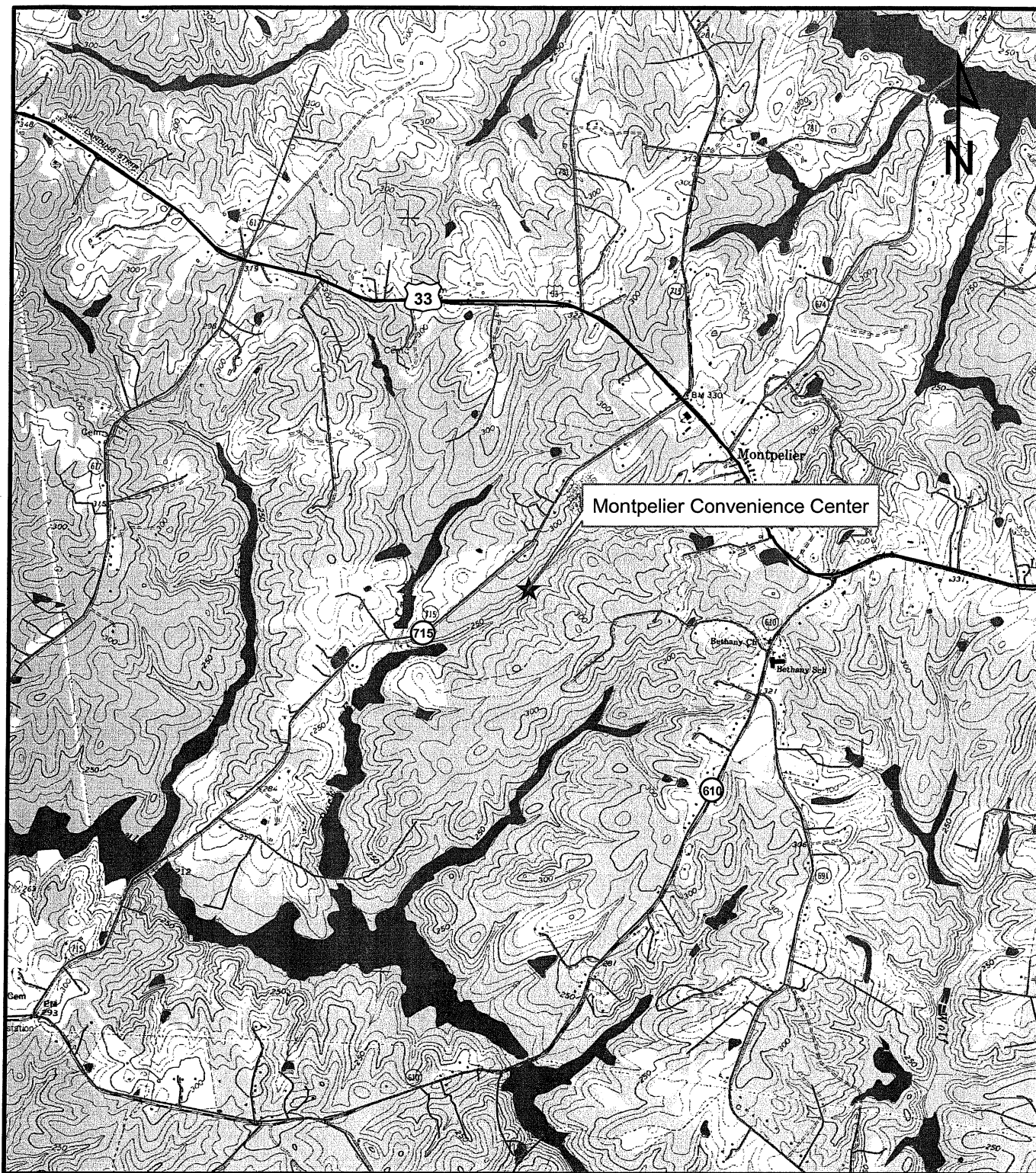
 <p><b>Golder Associates</b> Richmond, Virginia</p>		<p>PROJECT</p> <p><b>Hanover County Emergency Debris Waste Pile Permit Application</b></p>	<p>TITLE</p> <p><b>FEMA Flood Map</b> Montpelier Convenience Center</p>	<p>PROJECT No. 045972.107</p> <p>DATE 7/27/06</p> <p>REV. 0 SCALE</p> <p>DESIGN M/M 7/27/06</p> <p>CHECK M/M 7/27/06</p> <p>REVIEW M/M 8/1/06</p>
--	--	--	---	---


FIGURE: 2



#### REFERENCE

Base map consists of USGS topographic quadrangle map named Montpelier, Virginia.  
 Projection: Transverse Mercator Datum: NAD 83 Coordinate System: UTM Zone 18N

#### Legend

 HanoverCoNWI



DATE	7/27/06
DESIGN	MLM
GIS	MLM
CHECK	MGW
REVIEW	MGW

### US Fish and Wildlife Service National Wetlands Inventory Map

Montpelier Convenience Center

PROJECT No. 043-6742.107

SCALE AS SHOWN

REV. 0

PROJECT Hanover County Emergency Debris  
Waste Pile Permit Application

FIGURE: 3

## EMERGENCY DEBRIS WASTEPILE PERMITTING CRITERIA

This is an application for an emergency permit to dispose of waste generated as the result of natural or man-made disasters. The emergency permit request may be oral or written. If oral, it shall be followed within five days by a written emergency permit application. Oral responses can only be given if the applicant is fully aware of the siting requirements outlined in this application, otherwise a written request must be provided using this application. Mail or fax the written request to the Department.

*Emergency Permits are valid for 90 days from the time they are issued.*

*All associated waste activities must be inclusive in the 90-day period.*

### INSTRUCTIONS:

Read all sections carefully. Fill in all of the information on DEQ Form EDWP-01 and all applicable information on DEQ Form EDWP-02. Public notice information required by the applicant is found on EDWP-03 and a certification signature is required on EDWP-04. Note that a site map, flood map, US Fish and Wildlife Service National Wetlands Inventory Map and a list of wastes to be received, and the manner and location of their treatment, storage and disposal must accompany this application. The site may either be selected prior to the emergency or immediately after the emergency. The Department encourages pre-selection. Follow the applicable guidelines below.

### Pre-Selected Sites:

If the site is pre-selected, public participation must be held in accordance with the Virginia Solid Waste Management Regulations (VSWMR) **regulations 9 VAC 20-80-485.A.5 and 9 VAC 20-80-485.B.4**. The Department will not consider approval of a pre-selected site without public participation. Pre-selected sites, if approved, will be granted an emergency permit upon request at the time of the emergency. The applicant needs only to contact the Department, either orally or in writing, and provide a notice that a pre-selected site will be used for the present emergency. The notice shall include, as a minimum, the applicants name and contact information, the nature of the emergency, and the location of the site and owners name. Oral requests shall be followed with a written request within five days. DEQ Form EDWP-01 and DEQ Form EDWP-02 must be on file with the Department prior to the emergency for all pre-selected sites. The public notice form is found on form EDWP-03.

### Post Emergency Sites

In the case of selecting a site immediately after an emergency, the Department may grant a temporary emergency permit through oral or written requests. The applicant may verbally relate the information requested on DEQ Form EDWP-01 and DEQ Form EDWP-02 but must provide written copies within five days or as soon as the infrastructure support will allow. In addition, a public notice as per **9 VAC 20-80-485.B.4** shall be published, by the applicant, within five days of the request, or as soon as practicable, in order for the emergency permit to become effective. A copy of the advertisement shall be faxed to the Department once it is published. Disposal of waste may commence upon verbal approval but all waste activities must cease after 90 days.

## EMERGENCY DEBRIS WASTEPILE PERMIT INFORMATION

## DEQ Contact Information

Department of Environmental Quality  
4949-A Cox Road  
Glen Allen, VA 23060  
Attention: Solid Waste Permitting

Phone: (804) 527-5020

FAX: (804) 698-4383

**Please call prior to faxing to inform staff**

If information is not known, use NA. Please type or print information.

**SIGNATURE REQUIRED UNDER CERTIFICATION ON FORM DEQ EDWP-04 WHEN COMPLETED.**

Expected or current emergency	
Authority or Agency	Hanover County
Primary Contact=s Name	Steve Chidsey
Address	PO Box 407
City, State, Zip	Hanover, VA 23069
Phone Number / Fax Number	(804) 365-6158
Secondary Contact=s Name	
Address	
City, State, Zip	
Phone Number / Fax Number	
Site Location (latitude/longitude or directions from major roads)	Latitude = 37°42'39"N; Longitude = 77 ° 28'34"W
Site Name	Elmont Convenience Center
City, State, Zip	11045 Lewistown Road, Ashland, VA 23005
Owner of Site	Hanover County
Owner=s Address	PO Box 407
City, State, Zip	Hanover, VA 23069
Phone Number / Fax Number	(804) 365-6158
Approximate size (acres)	2
<u>List expected types of waste</u> Debris waste (primarily brush and vegetative waste) originating from hurricane cleanup activities	
<u>Typical treatment, storage and disposal options</u> Debris waste, possibly including brush, vegetative and demolition debris waste.	



## EMERGENCY DEBRIS WASTEPILE SITING CRITERIA

Put a T or E in the Yes / No Columns as necessary. Additional information is provided as attachments A-F. Please read each criterion carefully. **Sign the certification on DEQ FORM EDWP-04.**

	Siting Criteria	Yes	No
1	Site Location Map Attached	X	
2	Not prone to base floods [100 year flood plain, coastal flooding] or inundation.	X	
	<i>Copy of FEMA Map or Equivalent is attached</i>	X	
3	Site is geologically stable. (see Attachment A)	X	
4	Site has adequate berm area and terrain to manage leachate release.	X	
5	Not closer than:		
	100 feet from any regularly flowing surface water body or river.	X	
	200 feet from any well, spring, or other groundwater source of drinking water	X	
6	WETLANDS SHALL NOT BE IMPACTED. (see Attachment B)		
	<i>US Fish and Wildlife Service National Wetlands Inventory Map is attached.</i>	X	
7	Site characteristics		
	Slopes less than 33%	X	
	No springs seeps or other groundwater intrusions	X	
	No gas, water, sewage, or electrical or other transmission lines under the site	X	
	No existing open dump, unpermitted landfill, lagoon, or similar facility on site.	X	
	Specific site conditions which may be considered for exemption (applies only to site characteristics) SPECIFY:		
8	No strip mines, exposed bedrock or quarries present. (See Attachment C)	X	
	If No, does the site have a liner as per Attachment C?		
9	Fifty-foot firebreak around disposal areas and from all treelines	X	
10	Does not impact cemeteries (public, private, pet) or culturally sensitive areas.	X	
11	Has ample access for delivery vehicles.	X	
12	Is anticipated waste acceptable for disposal? (See Attachment D) (90 day permit, all activities inclusive)	X	
13	Can the waste be segregated for disposal? (See Attachment D)	X	
14	Public notice form with required information attached. (See Attachment F. Form should be faxed with other required forms. May be verbal over phone, if necessary.)	X	
15	For pre-selected sites, was a public meeting held? (If not pre-selected site, go to 15)		X
	Public Meeting Location: _____ Date: ____/____/____ (mm/dd/yyyy)		
16	Can the site be closed in accordance with Department standards? (See Attachment E)	X	

**Public Notice for Emergency Permits**

Type of media (e.g. newspaper or radio)	Newspaper
Name of media (e.g. newspaper)	Richmond Times Dispatch
Contact Name	Steve Chidsey
Phone Number	(804) 365-6158
Fax Number	
Publication cycle	

**NEWSPAPER ADVERTISEMENT**

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
OFFICE OF WASTE PERMITTING  
PUBLIC NOTICE FOR A  
TEMPORARY EMERGENCY PERMIT  
TO TREAT AND STORE SOLID WASTE  
DUE TO \_\_\_\_\_,  
(emergency)  
FOR HANOVER COUNTY, VA  
(city, town, county)

Due to the recent emergency from \_\_\_\_\_, and pursuant to the requirements of 9 VAC 20-80-485 .B.4 of the Virginia Solid Waste Management Regulations (VSWMR), Permitting of Solid Waste Management Facilities, The Virginia Department of Environmental Quality (*Regional Office Address & ZIP*), hereby authorizes Hanover County to operate a temporary emergency debris site located at the Elmont Convenience Center. The site will receive the following solid wastes: \_\_\_\_\_

Typical treatment, storage, and disposal options will include: Waste to be stockpiled on-site for later disposition via burn pit or landfilling. The site meets the minimum siting requirements deemed necessary for environmental protection and public safety. Groundwater monitoring is not required but leachate management and run-off control are required. The permit will expire 90 days from the date of verbal or written authorization given on \_\_\_\_\_. Closure shall include the removal of wastes, waste constituents, and all temporary features used in support of the waste activities associated with deposit, environmental protection, maintenance, and operation. Final closure should return the site to as near as natural condition as possible prior to the disposal of waste. If there are any questions or concerns regarding the issuance of the temporary emergency permit, please contact the Department at (804) 365-6158 or at the above address.

ALL APPLICATIONS MUST BE SIGNED.

CERTIFICATION:

I hereby affirm that the information provided on this application is accurate and complete to the best of my knowledge. I fully understand the requirements of the siting criteria and that an emergency permit is valid for 90 days from the time of issuance. All activities must be inclusive in the 90-day period. Failure to provide accurate and complete information or follow the requirements and conditions of this application may result in permit denial or revocation. I have enclosed a copy of the advertisement that was published in the local newspaper.

Signed \_\_\_\_\_

Date \_\_\_\_\_  
(Type or Print dd/mm/yyyy)

Title or Authority by \_\_\_\_\_  
(Type or Print)

The following items must be returned to the Department:

\_\_\_\_\_ Contact Information (EDWP-01)  
\_\_\_\_\_ Siting Checklist (EDWP-02)  
\_\_\_\_\_ Copy of Advertised Public Notice  
\_\_\_\_\_ Certification (EDWP-04)



**ATTACHMENT A: GEOLOGY**

Emergency debris (ED) wastepiles shall not be sited in geologically unstable areas where inadequate foundation support for the structural components of the wastepile exists. Factors to be considered when determining unstable areas shall include:

- a. Soil conditions that may result in differential settling and subsequent failure of containment berms;

**EXAMPLES**

highly compressible clays,	liquefiable soil	expansive soils	peat
collapsible soils	frost-susceptible soil	soils susceptible to hydrocompaction	
other conditions not explicitly listed			

- b. Geologic or geomorphologic features that may result in sudden or non-sudden events and subsequent failure of containment berms;

**EXAMPLES**

Landslide prone areas	Abandoned river channels	highly erosion-prone areas	over sole source aquifer
other conditions not explicitly listed		highly karstic areas	groundwater seeps
structural discontinuities such as extreme folding, faulting, fracturing and jointing			

- c. Man-made features or events (both surface and subsurface) that may result in sudden or non-sudden events and subsequent failure of containment berms;

**EXAMPLES**

Emergency routes	unpermitted landfills	sludge lagoons	unsuitable fill
adjacent to highly explosive products such as chemical, petroleum or fertilizer storage bins			
downstream of weakened or damaged dams or other water retention structures			
over underground excavations such as storage tanks, sewer and traffic tunnels, mine shafts			
other conditions not explicitly listed			

- d. Presence of sink holes within the disposal area.

**ATTACHMENT B: WETLANDS**

Wetlands shall be avoided at all times. Existing wetland delineation maps prepared the US Fish and Wildlife Service shall be used to determine prohibited areas. *Attach an applicable Wetlands Inventory Map with this application.* Wetlands that are encountered on the site yet are not covered by the map shall not be used unless the U.S. Army Corps of Engineers provides an approval letter and it is attached to this application.

**ATTACHMENT C : STRIP MINES, EXPOSED BEDROCK AND QUARRIES**

In strip mine pits, all coal seams and coal outcrops shall be isolated from solid waste materials by a minimum of five feet of natural or compacted soils with a hydraulic conductivity less  $1 \times 10^{-7}$  cm/sec. Exposed bedrock and quarry faces shall also be lined with five feet of natural or compacted soil with a hydraulic conductivity  $\leq 1 \times 10^{-7}$  cm/sec.

**ATTACHMENT D: WASTE****Acceptable Waste**

Demolition waste, construction waste, debris waste, land clearing debris, discarded tires, and white goods, free of chloroflourocarbons and PCBs. No other wastes are authorized for the ED wastepile. Liquid waste, sludge waste, radioactive waste, friable asbestos, medical waste and other similar waste shall be prohibited.

Hazardous waste shall be prohibited from the emergency wastepile except when a separate, distinct area can be lined with concrete, collection berms and ditches are erected, and containment booms, in conjunction with other containment strategies, are used.

#### Segregation

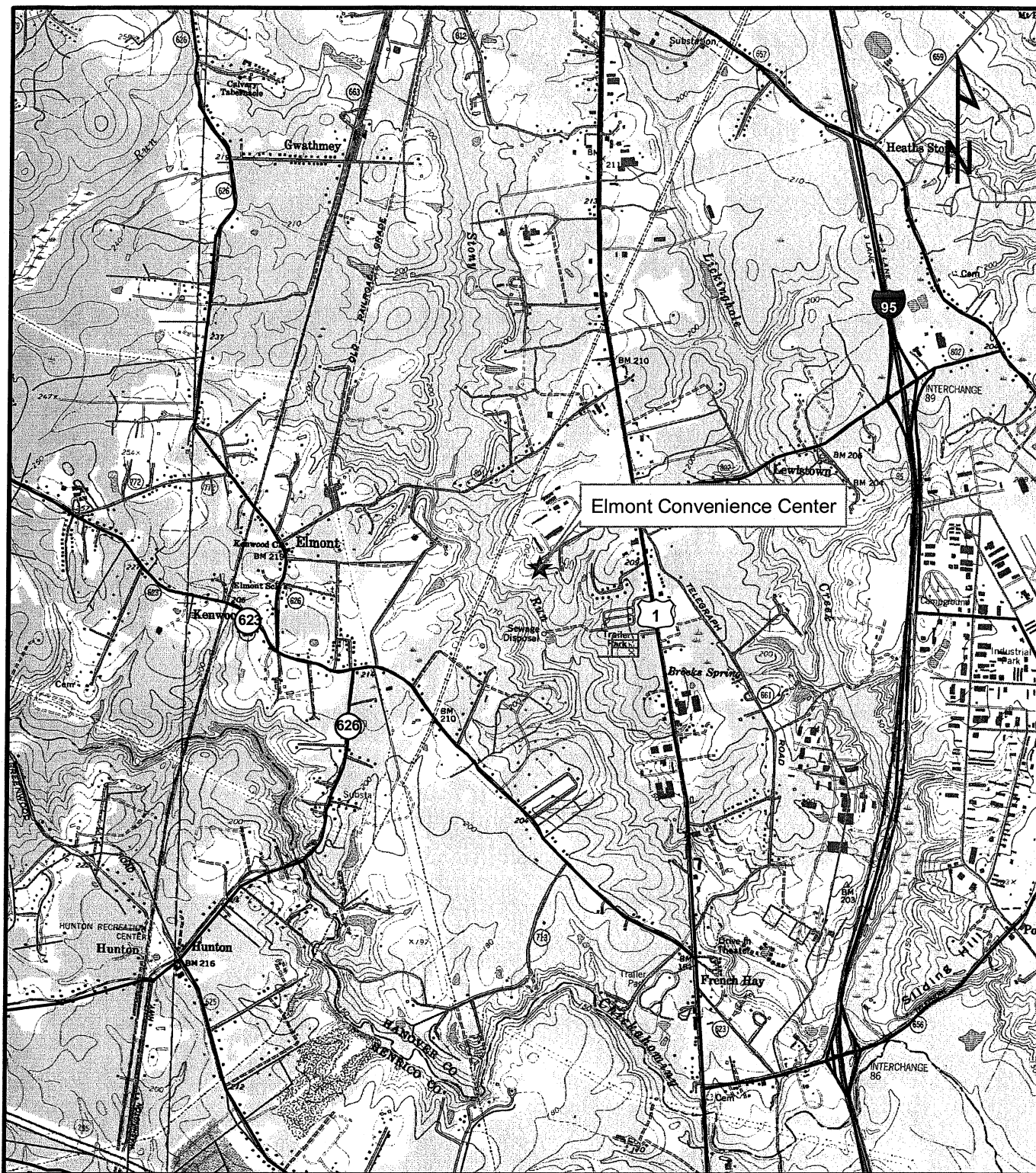
1. The limits of the wastepile shall be large enough to allow segregation of waste with 50-foot firebreak between each segregated area and any adjacent wastepiles or treelines.
2. Each segregated area shall be large enough to accommodate expected volume of waste type.
3. The following wastes require separate disposal areas within the limits of the emergency wastepile.
  - A. Yard Waste and Woody Products such as trees, stumps, untreated wood and timber, paper products, and untreated wooden household furnishings.
  - B. Treated and Painted Wood Products
  - C. White Goods
  - D. Tires
  - E. Concrete, Asphalt and Building Material (friable asbestos is prohibited)
  - F. Hazardous Waste (if allowed)

#### ATTACHMENT E: CLOSURE

Closure shall include the removal of wastes, waste constituents and all temporary features used in support of the waste activities associated with deposit, environmental protection, maintenance and operation. Final closure should return the site to as near as natural condition as possible prior to the disposal of waste.

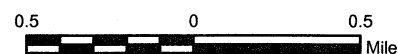
#### ATTACHMENT F: PUBLIC NOTICE

VSWMR 9 VAC 20-80-485.B.4 requires a public notice to be accompanied with the written permit. The **Applicant** will fill out DEQ FORM EDWP-03 and fax that to a newspaper in the largest circulation for that municipality. The generic form contains the required information. The form is self-explanatory and may be filled in by hand. PRINT, do not use cursive. It must be legible. A copy of the advertisement from the newspaper must be submitted to the Department within 24 hours after submitting the contact information and siting checklist. Once the Department receives the required permit application and a copy of the advertisement from the applicant the permit will be signed and issued. The actual publication date of the advertisement should be the soonest date possible depending on the soonest newspaper publication date.



#### REFERENCE

Base map consists of USGS topographic quadrangle maps named Yellow Tavern and Glen Allen, Virginia.  
 Projection: Transverse Mercator Datum: NAD 83 Coordinate System: UTM Zone 18N



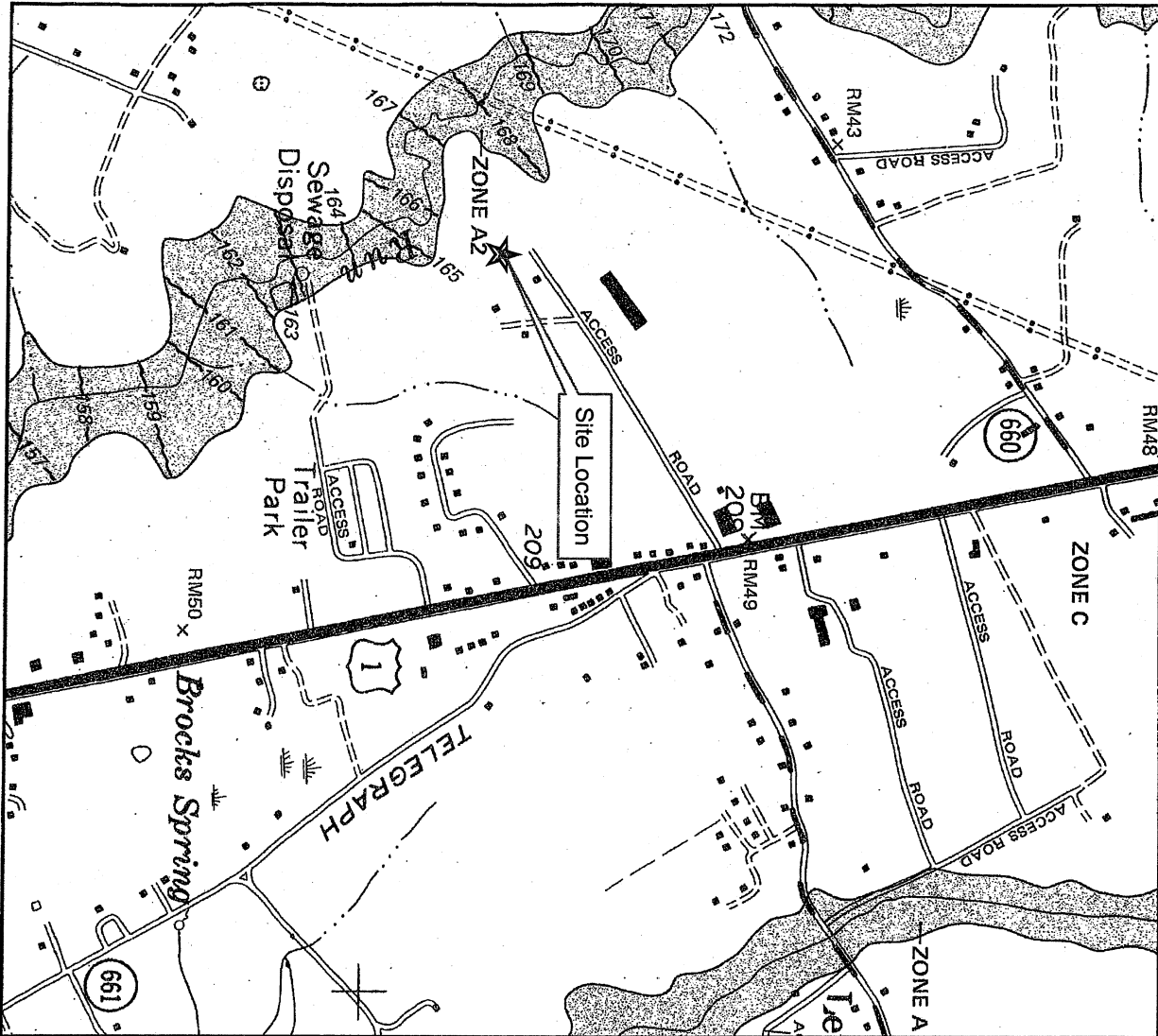
DATE	7/27/06
DESIGN	MLM
GIS	MLM
CHECK	MGW
REVIEW	MGW

<b>Site Location Map</b> Elmont Convenience Center 11045 Lewistown Road, Hanover County, Virginia	
PROJECT	Hanover County Emergency Debris Waste Pile Permit Application
<b>FIGURE: 1</b>	

PROJECT No. 043-6742.107

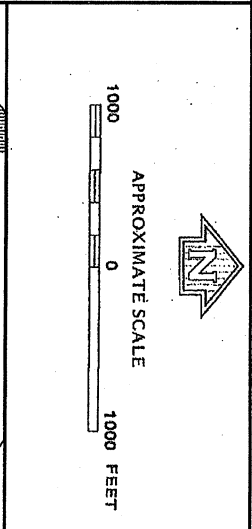
SCALE AS SHOWN

REV. 0



This is an official copy of a portion of the above referenced flood map. It was extracted from the Flood Insurance Rate Map (FIRM) for the community of Hanover County, Virginia. This map does not reflect changes or amendments which have been made subsequent to the date on the title block. For the latest information about National Flood Insurance Program flood maps check the FEMA Flood Map Store at [www.msc.fema.gov](http://www.msc.fema.gov)

<b>NATIONAL FLOOD INSURANCE PROGRAM</b> <b>FIRM</b> <b>FLOOD INSURANCE RATE MAP</b> <b>HANOVER COUNTY,</b> <b>VIRGINIA</b> <b>(UNINCORPORATED AREAS)</b>	
<b>PANEL 305 OF 475</b> <small>(SEE MAP INDEX FOR PANELS NOT PRINTED)</small>	
<b>COMMUNITY PANEL NUMBER</b> <b>510237 0305 A</b>	<b>EFFECTIVE DATE:</b> <b>SEPTEMBER 2, 1981</b>
<b>Federal emergency management agency</b> <b>Federal insurance administration</b>	




<div>PROJECT No. 045-572.107</div> <div>DATE7/27/06</div> <div>REV. 0</div> <div>SCALE</div> <div>DESIGNMLM7/27/06</div> <div>CHECKMLM7/27/06</div> <div>REVIEWMGW8/1/06</div> <div>REVIEWMGW8/1/06</div>			<div>TITLE</div> <div>FEMA Flood Map</div> <div>Elmont Convenience Center</div>	<div>PROJECT</div> <div>Hanover County Emergency Debris Waste Pile Permit Application</div>	<div><div><b>Golder Associates</b> Richmond, Virginia</div></div>
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FIGURE: 2



#### REFERENCE

Base map consists of USGS topographic quadrangle map named Yellow Tavern and Glen Allen, Virginia.  
 Projection: Transverse Mercator Datum: NAD 83 Coordinate System: UTM Zone 18N

#### Legend

 HanoverCoNWI



PROJECT No. 043-6742.107

SCALE AS SHOWN

REV. 0

DATE	7/27/06
DESIGN	MLM
GIS	MLM
CHECK	MGW
REVIEW	MGW

## US Fish and Wildlife Service National Wetlands Inventory Map

Elmont Convenience Center

PROJECT Hanover County Emergency Debris  
Waste Pile Permit Application

FIGURE: 3



## EMERGENCY DEBRIS WASTEPILE PERMITTING CRITERIA

This is an application for an emergency permit to dispose of waste generated as the result of natural or man-made disasters. The emergency permit request may be oral or written. If oral, it shall be followed within five days by a written emergency permit application. Oral responses can only be given if the applicant is fully aware of the siting requirements outlined in this application, otherwise a written request must be provided using this application. Mail or fax the written request to the Department.

*Emergency Permits are valid for 90 days from the time they are issued.  
All associated waste activities must be inclusive in the 90-day period.*

### INSTRUCTIONS:

Read all sections carefully. Fill in all of the information on DEQ Form EDWP-01 and all applicable information on DEQ Form EDWP-02. Public notice information required by the applicant is found on EDWP-03 and a certification signature is required on EDWP-04. Note that a site map, flood map, US Fish and Wildlife Service National Wetlands Inventory Map and a list of wastes to be received, and the manner and location of their treatment, storage and disposal must accompany this application. The site may either be selected prior to the emergency or immediately after the emergency. The Department encourages pre-selection. Follow the applicable guidelines below.

#### Pre-Selected Sites:

If the site is pre-selected, public participation must be held in accordance with the Virginia Solid Waste Management Regulations (VSWMR) **regulations 9 VAC 20-80-485.A.5 and 9 VAC 20-80-485.B.4**. The Department will not consider approval of a pre-selected site without public participation. Pre-selected sites, if approved, will be granted an emergency permit upon request at the time of the emergency. The applicant needs only to contact the Department, either orally or in writing, and provide a notice that a pre-selected site will be used for the present emergency. The notice shall include, as a minimum, the applicants name and contact information, the nature of the emergency, and the location of the site and owners name. Oral requests shall be followed with a written request within five days. DEQ Form EDWP-01 and DEQ Form EDWP-02 must be on file with the Department prior to the emergency for all pre-selected sites. The public notice form is found on form EDWP-03.

#### Post Emergency Sites

In the case of selecting a site immediately after an emergency, the Department may grant a temporary emergency permit through oral or written requests. The applicant may verbally relate the information requested on DEQ Form EDWP-01 and DEQ Form EDWP-02 but must provide written copies within five days or as soon as the infrastructure support will allow. In addition, a public notice as per **9 VAC 20-80-485.B.4** shall be published, by the applicant, within five days of the request, or as soon as practicable, in order for the emergency permit to become effective. A copy of the advertisement shall be faxed to the Department once it is published. Disposal of waste may commence upon verbal approval but all waste activities must cease after 90 days.

## EMERGENCY DEBRIS WASTEPILE PERMIT INFORMATION

## DEQ Contact Information

Department of Environmental Quality  
 4949-A Cox Road  
 Glen Allen, VA 23060  
 Attention: Solid Waste Permitting

Phone: (804) 527-5020

FAX: (804) 698-4383

**Please call prior to faxing to inform staff**

If information is not known, use NA. Please type or print information.

**SIGNATURE REQUIRED UNDER CERTIFICATION ON FORM DEQ EDWP-04 WHEN COMPLETED.**

Expected or current emergency	
Authority or Agency	Hanover County
Primary Contact=s Name	Steve Chidsey
Address	PO Box 407
City, State, Zip	Hanover, VA 23069
Phone Number / Fax Number	(804) 365-6158
Secondary Contact=s Name	
Address	
City, State, Zip	
Phone Number / Fax Number	
Site Location (latitude/longitude or directions from major roads)	Latitude = 37°38'45"N; Longitude = 77 ° 21'24"W
Site Name	Mechanicsville Convenience Center
City, State, Zip	7427 Verdi Lane, Mechanicsville, VA 23111
Owner of Site	Hanover County
Owner=s Address	PO Box 407
City, State, Zip	Hanover, VA 23069
Phone Number / Fax Number	(804) 365-6158
Approximate size (acres)	2
<u>List expected types of waste</u> Debris waste, possibly including brush, vegetative and demolition debris waste.	
<u>Typical treatment, storage and disposal options</u> Waste to be stockpiled on-site for later disposition via burn pit or landfilling.	

## EMERGENCY DEBRIS WASTEPILE SITING CRITERIA

Put a T or E in the Yes / No Columns as necessary. Additional information is provided as attachments A-F. Please read each criterion carefully. **Sign the certification on DEQ FORM EDWP-04.**

	Siting Criteria	Yes	No
1	Site Location Map Attached	X	
2	Not prone to base floods [100 year flood plain, coastal flooding] or inundation.	X	
	<i>Copy of FEMA Map or Equivalent is attached</i>	X	
3	Site is geologically stable. (see Attachment A)	X	
4	Site has adequate berm area and terrain to manage leachate release.	X	
5	Not closer than:		
	100 feet from any regularly flowing surface water body or river.	X	
	200 feet from any well, spring, or other groundwater source of drinking water	X	
6	WETLANDS SHALL NOT BE IMPACTED. (see Attachment B)		
	<i>US Fish and Wildlife Service National Wetlands Inventory Map is attached.</i>	X	
7	Site characteristics		
	Slopes less than 33%	X	
	No springs seeps or other groundwater intrusions	X	
	No gas, water, sewage, or electrical or other transmission lines under the site	X	
	No existing open dump, unpermitted landfill, lagoon, or similar facility on site.	X	
	Specific site conditions which may be considered for exemption (applies only to site characteristics) SPECIFY:		
8	No strip mines, exposed bedrock or quarries present. (See Attachment C)	X	
	If No, does the site have a liner as per Attachment C?		
9	Fifty-foot firebreak around disposal areas and from all treelines	X	
10	Does not impact cemeteries (public, private, pet) or culturally sensitive areas.	X	
11	Has ample access for delivery vehicles.	X	
12	Is anticipated waste acceptable for disposal? (See Attachment D) (90 day permit, all activities inclusive)	X	
13	Can the waste be segregated for disposal? (See Attachment D)	X	
14	Public notice form with required information attached. (See Attachment F. Form should be faxed with other required forms. May be verbal over phone, if necessary.)	X	
15	For pre-selected sites, was a public meeting held? (If not pre-selected site, go to 15)		X
	Public Meeting Location: Date: ____/____/____ (mm/dd/yyyy)		
16	Can the site be closed in accordance with Department standards? (See Attachment E)	X	



**Public Notice for Emergency Permits**

Type of media (e.g. newspaper or radio)	Newspaper
Name of media (e.g. newspaper)	Richmond Times Dispatch
Contact Name	Steve Chidsey
Phone Number	(804) 365-6158
Fax Number	
Publication cycle	

**NEWSPAPER ADVERTISEMENT**

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
OFFICE OF WASTE PERMITTING  
PUBLIC NOTICE FOR A  
TEMPORARY EMERGENCY PERMIT  
TO TREAT AND STORE SOLID WASTE  
DUE TO HURRICANE DAMAGE,  
(emergency)  
FOR HANOVER COUNTY, VA  
(city, town, county)

Due to the recent emergency from \_\_\_\_\_, and pursuant to the requirements of 9 VAC 20-80-485 .B.4 of the Virginia Solid Waste Management Regulations (VSWMR), Permitting of Solid Waste Management Facilities, The Virginia Department of Environmental Quality (*Regional Office Address & ZIP*), hereby authorizes the County of Hanover to operate a temporary emergency debris site located at \_\_\_\_\_.

The site will receive the following solid wastes: \_\_\_\_\_.

Typical treatment, storage, and disposal options will include: Waste to be stockpiled on-site for later disposition via burn pit or landfilling. The site meets the minimum siting requirements deemed necessary for environmental protection and public safety. Groundwater monitoring is not required but leachate management and run-off control are required. The permit will expire 90 days from the date of verbal or written authorization given on \_\_\_\_\_. Closure shall include the removal of wastes, waste constituents, and all temporary features used in support of the waste activities associated with deposit, environmental protection, maintenance, and operation. Final closure should return the site to as near as natural condition as possible prior to the disposal of waste. If there are any questions or concerns regarding the issuance of the temporary emergency permit, please contact the Department at (804) 365-6158 or at the above address.

ALL APPLICATIONS MUST BE SIGNED.

CERTIFICATION:

I hereby affirm that the information provided on this application is accurate and complete to the best of my knowledge. I fully understand the requirements of the siting criteria and that an emergency permit is valid for 90 days from the time of issuance. All activities must be inclusive in the 90-day period. Failure to provide accurate and complete information or follow the requirements and conditions of this application may result in permit denial or revocation. I have enclosed a copy of the advertisement that was published in the local newspaper.

Signed \_\_\_\_\_

Date \_\_\_\_\_  
(Type or Print dd/mm/yyyy)

Title or Authority by \_\_\_\_\_  
(Type or Print)

The following items must be returned to the Department:

\_\_\_\_\_ Contact Information (EDWP-01)  
\_\_\_\_\_ Siting Checklist (EDWP-02)  
\_\_\_\_\_ Copy of Advertised Public Notice  
\_\_\_\_\_ Certification (EDWP-04)

**ATTACHMENT A: GEOLOGY**

Emergency debris (ED) wastepiles shall not be sited in geologically unstable areas where inadequate foundation support for the structural components of the wastepile exists. Factors to be considered when determining unstable areas shall include:

- a. Soil conditions that may result in differential settling and subsequent failure of containment berms;

**EXAMPLES**

highly compressible clays,	liquefiable soil	expansive soils	peat
collapsible soils	frost-susceptible soil	soils susceptible to hydrocompaction	
other conditions not explicitly listed			

- b. Geologic or geomorphologic features that may result in sudden or non-sudden events and subsequent failure of containment berms;

**EXAMPLES**

Landslide prone areas	Abandoned river channels	highly erosion-prone areas	over sole source aquifer
other conditions not explicitly listed		highly karstic areas	groundwater seeps
structural discontinuities such as extreme folding, faulting, fracturing and jointing			

- c. Man-made features or events (both surface and subsurface) that may result in sudden or non-sudden events and subsequent failure of containment berms;

**EXAMPLES**

Emergency routes	unpermitted landfills	sludge lagoons	unsuitable fill
adjacent to highly explosive products such as chemical, petroleum or fertilizer storage bins			
downstream of weakened or damaged dams or other water retention structures			
over underground excavations such as storage tanks, sewer and traffic tunnels, mine shafts			
other conditions not explicitly listed			

- d. Presence of sink holes within the disposal area.

**ATTACHMENT B: WETLANDS**

Wetlands shall be avoided at all times. Existing wetland delineation maps prepared the US Fish and Wildlife Service shall be used to determine prohibited areas. *Attach an applicable Wetlands Inventory Map with this application.* Wetlands that are encountered on the site yet are not covered by the map shall not be used unless the U.S. Army Corps of Engineers provides an approval letter and it is attached to this application.

**ATTACHMENT C : STRIP MINES, EXPOSED BEDROCK AND QUARRIES**

In strip mine pits, all coal seams and coal outcrops shall be isolated from solid waste materials by a minimum of five feet of natural or compacted soils with a hydraulic conductivity less  $1 \times 10^{-7}$  cm/sec. Exposed bedrock and quarry faces shall also be lined with five feet of natural or compacted soil with a hydraulic conductivity  $\leq 1 \times 10^{-7}$  cm/sec.

**ATTACHMENT D: WASTE****Acceptable Waste**

Demolition waste, construction waste, debris waste, land clearing debris, discarded tires, and white goods, free of chloroflourocarbons and PCBs. No other wastes are authorized for the ED wastepile. Liquid waste, sludge waste, radioactive waste, friable asbestos, medical waste and other similar waste shall be prohibited.

Hazardous waste shall be prohibited from the emergency wastepile except when a separate, distinct area can be lined with concrete, collection berms and ditches are erected, and containment booms, in conjunction with other containment strategies, are used.

#### Segregation

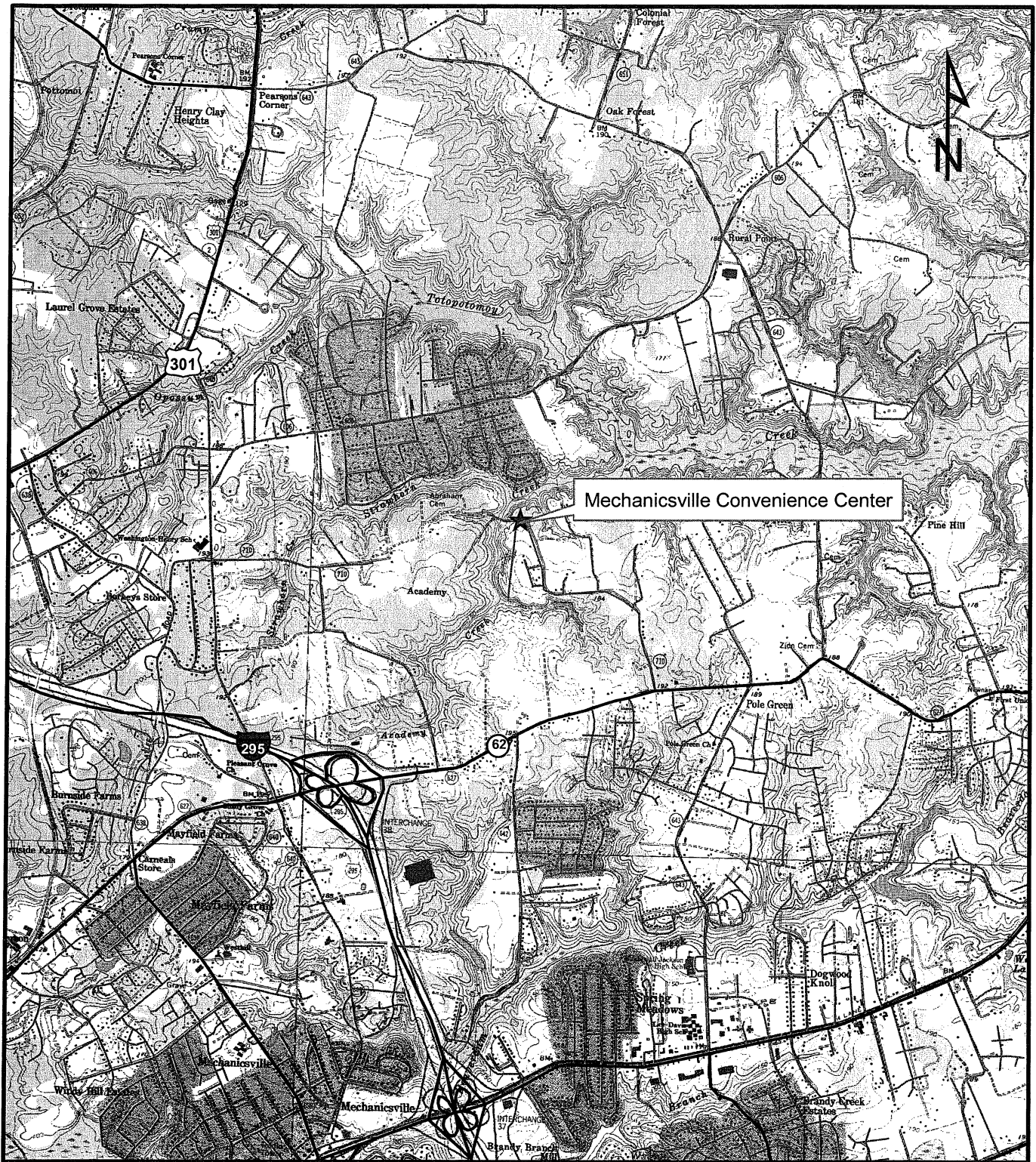
1. The limits of the wastepile shall be large enough to allow segregation of waste with 50-foot firebreak between each segregated area and any adjacent wastepiles or treelines.
2. Each segregated area shall be large enough to accommodate expected volume of waste type.
3. The following wastes require separate disposal areas within the limits of the emergency wastepile.
  - A. Yard Waste and Woody Products such as trees, stumps, untreated wood and timber, paper products, and untreated wooden household furnishings.
  - B. Treated and Painted Wood Products
  - C. White Goods
  - D. Tires
  - E. Concrete, Asphalt and Building Material (friable asbestos is prohibited)
  - F. Hazardous Waste (if allowed)

#### ATTACHMENT E: CLOSURE

Closure shall include the removal of wastes, waste constituents and all temporary features used in support of the waste activities associated with deposit, environmental protection, maintenance and operation. Final closure should return the site to as near as natural condition as possible prior to the disposal of waste.

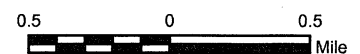
#### ATTACHMENT F: PUBLIC NOTICE.

VSWMR 9 VAC 20-80-485.B.4 requires a public notice to be accompanied with the written permit. The **Applicant** will fill out DEQ FORM EDWP-03 and fax that to a newspaper in the largest circulation for that municipality. The generic form contains the required information. The form is self-explanatory and may be filled in by hand. PRINT, do not use cursive. It must be legible. A copy of the advertisement from the newspaper must be submitted to the Department within 24 hours after submitting the contact information and siting checklist. Once the Department receives the required permit application and a copy of the advertisement from the applicant the permit will be signed and issued. The actual publication date of the advertisement should be the soonest date possible depending on the soonest newspaper publication date.



#### REFERENCE

Base map consists of USGS topographic quadrangle maps named Studley, Yellow Tavern, Seven Pines, and Richmond, Virginia.  
 Projection: Transverse Mercator Datum: NAD 83 Coordinate System: UTM Zone 18N



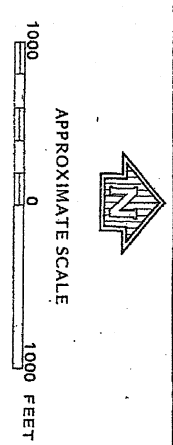
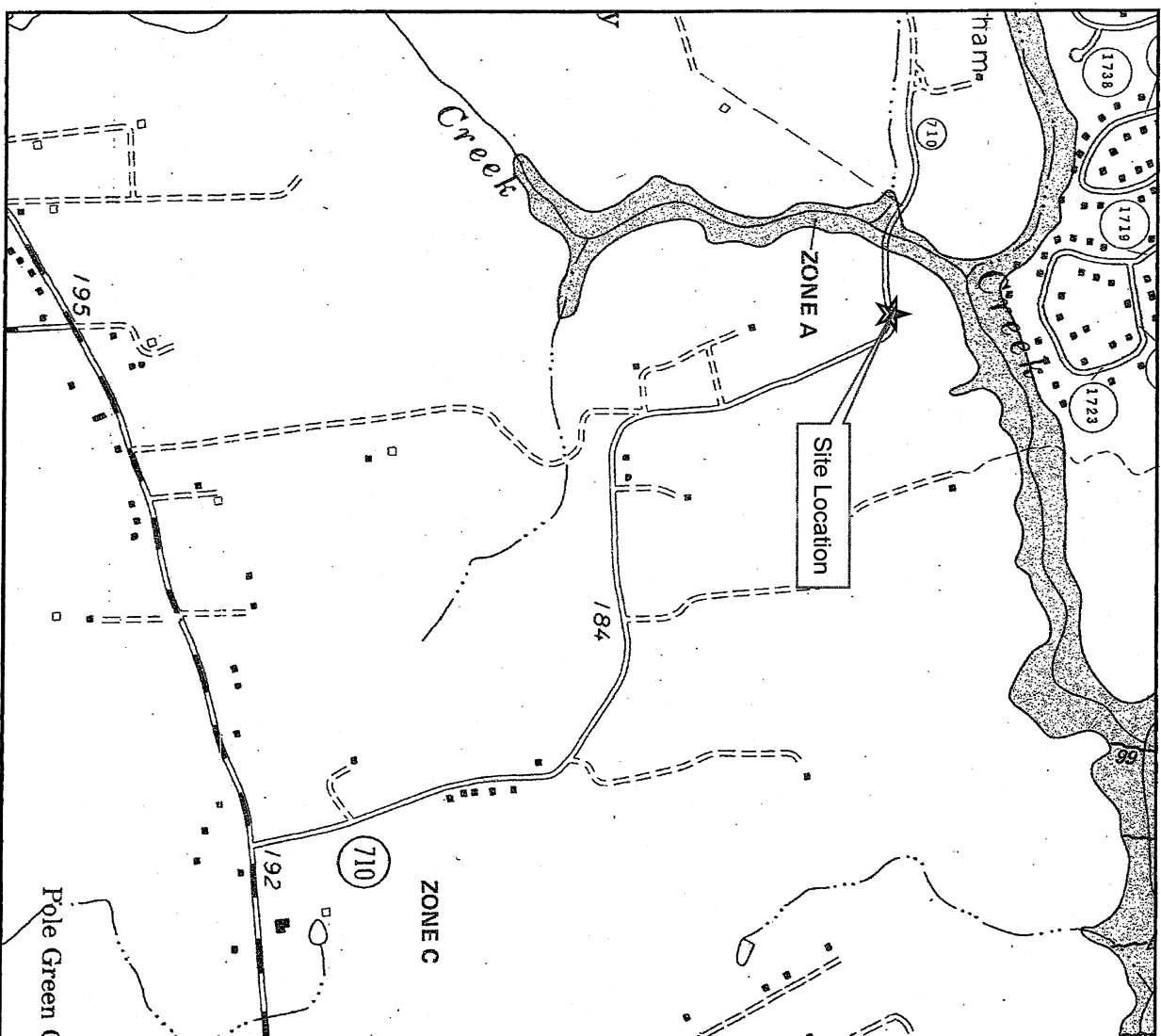
DATE	7/27/06
DESIGN	MLM
GIS	MLM
CHECK	MGW
REVIEW	MGW

<b>TITLE</b> <b>Site Location Map</b> Mechanicsville Convenience Center 7427 Verdi Lane, Hanover County, Virginia	
PROJECT	Hanover County Emergency Debris Waste Pile Permit Application
<b>FIGURE: 1</b>	

PROJECT No. 043-6742.107

SCALE AS SHOWN

REV. 0



**NATIONAL FLOOD INSURANCE PROGRAM**

**FIRM**

**FLOOD INSURANCE RATE MAP**

**HANOVER COUNTY, VIRGINIA**

**(UNINCORPORATED AREAS)**

**PANEL 340 OF 475**

(SEE MAP INDEX FOR PANELS NOT PRINTED)

**COMMUNITY-PANEL NUMBER**

**510237 0340 A**

**EFFECTIVE DATE:**

**SEPTEMBER 2, 1981**

**Federal emergency management agency**

**federal insurance administration**

This is an official copy of a portion of the above referenced flood map. It was extracted using FIRM On-Line. This map does not reflect data on the title block. For the latest product information about National Flood Insurance Program flood maps check the FEMA Flood Map Store at [www.nfsc.fema.gov](http://www.nfsc.fema.gov)


<div>PROJECT</div> <div>Hanover County Emergency Debris Waste Pile Permit Application</div>					<div><div><b>Golder Associates</b> Richmond, Virginia</div></div>	
<div>TITLE</div> <div>FEMA Flood Map Mechanicsville Convenience Center</div>						
PROJECT No. 045/02.107		DATE		7/27/06		
REV. 0		SCALE				
DESIGN		ML/M		7/27/06		
CS		ML/M		7/27/06		
CHECK		MG/M		8/01/06		
REVIEW		MG/M		8/01/06		

FIGURE: 2

FIGURE: 2





#### REFERENCE

Base map consists of USGS topographic quadrangle map named Studley, Yellow Tavern, Seven Pine, and Richmond, Virginia.  
 Projection: Transverse Mercator Datum: NAD 83 Coordinate System: UTM Zone 18N

#### Legend

 HanoverCoNWI



PROJECT No. 043-6742.107

SCALE AS SHOWN

REV. 0

DATE	7/27/06
DESIGN	MLM
GIS	MLM
CHECK	MGW
REVIEW	MGW

## US Fish and Wildlife Service National Wetlands Inventory Map

Mechanicsville Convenience Center

PROJECT Hanover County Emergency Debris  
 Waste Pile Permit Application

FIGURE: 3

## EMERGENCY DEBRIS WASTEPILE PERMITTING CRITERIA

This is an application for an emergency permit to dispose of waste generated as the result of natural or man-made disasters. The emergency permit request may be oral or written. If oral, it shall be followed within five days by a written emergency permit application. Oral responses can only be given if the applicant is fully aware of the siting requirements outlined in this application, otherwise a written request must be provided using this application. Mail or fax the written request to the Department.

*Emergency Permits are valid for 90 days from the time they are issued.*

*All associated waste activities must be inclusive in the 90-day period.*

### INSTRUCTIONS:

Read all sections carefully. Fill in all of the information on DEQ Form EDWP-01 and all applicable information on DEQ Form EDWP-02. Public notice information required by the applicant is found on EDWP-03 and a certification signature is required on EDWP-04. Note that a site map, flood map, US Fish and Wildlife Service National Wetlands Inventory Map and a list of wastes to be received, and the manner and location of their treatment, storage and disposal must accompany this application. The site may either be selected prior to the emergency or immediately after the emergency. The Department encourages pre-selection. Follow the applicable guidelines below.

#### Pre-Selected Sites:

If the site is pre-selected, public participation must be held in accordance with the Virginia Solid Waste Management Regulations (VSWMR) **regulations 9 VAC 20-80-485.A.5 and 9 VAC 20-80-485.B.4**. The Department will not consider approval of a pre-selected site without public participation. Pre-selected sites, if approved, will be granted an emergency permit upon request at the time of the emergency. The applicant needs only to contact the Department, either orally or in writing, and provide a notice that a pre-selected site will be used for the present emergency. The notice shall include, as a minimum, the applicants name and contact information, the nature of the emergency, and the location of the site and owners name. Oral requests shall be followed with a written request within five days. DEQ Form EDWP-01 and DEQ Form EDWP-02 must be on file with the Department prior to the emergency for all pre-selected sites. The public notice form is found on form EDWP-03.

#### Post Emergency Sites

In the case of selecting a site immediately after an emergency, the Department may grant a temporary emergency permit through oral or written requests. The applicant may verbally relate the information requested on DEQ Form EDWP-01 and DEQ Form EDWP-02 but must provide written copies within five days or as soon as the infrastructure support will allow. In addition, a public notice as per **9 VAC 20-80-485.B.4** shall be published, by the applicant, within five days of the request, or as soon as practicable, in order for the emergency permit to become effective. A copy of the advertisement shall be faxed to the Department once it is published. Disposal of waste may commence upon verbal approval but all waste activities must cease after 90 days.



## EMERGENCY DEBRIS WASTEPILE PERMIT INFORMATION

## DEQ Contact Information

Department of Environmental Quality  
 4949-A Cox Road  
 Glen Allen, VA 23060  
 Attention: Solid Waste Permitting

Phone: (804) 527-5020

FAX: (804) 698-4383

**Please call prior to faxing to inform staff**

If information is not known, use NA. Please type or print information.

**SIGNATURE REQUIRED UNDER CERTIFICATION ON FORM DEQ EDWP-04 WHEN COMPLETED.**

Expected or current emergency	
Authority or Agency	Hanover County
Primary Contact=s Name	Steve Chidsey
Address	PO Box 407
City, State, Zip	Hanover, VA 23069
Phone Number / Fax Number	(804) 365-6158
Secondary Contact=s Name	
Address	
City, State, Zip	
Phone Number / Fax Number	
Site Location (latitude/longitude or directions from major roads)	Latitude = 37°45'13"N; Longitude = 77 ° 21'22"W
Site Name	Route 301 Convenience Center
City, State, Zip	7301 Courtland Farm Road, Hanover, VA 23069
Owner of Site	Hanover County
Owner=s Address	PO Box 407
City, State, Zip	Hanover, VA 23069
Phone Number / Fax Number	(804) 365-6158
Approximate size (acres)	2
<u>List expected types of waste</u> Debris waste, possibly including brush, vegetative and demolition debris waste.	
<u>Typical treatment, storage and disposal options</u> Waste to be stockpiled on-site for later disposition via burn pit or landfilling.	

## EMERGENCY DEBRIS WASTEPILE SITING CRITERIA

Put a T or E in the Yes / No Columns as necessary. Additional information is provided as attachments A-F. Please read each criterion carefully. **Sign the certification on DEQ FORM EDWP-04.**

	Siting Criteria	Yes	No
1	Site Location Map Attached	X	
2	Not prone to base floods [100 year flood plain, coastal flooding] or inundation.	X	
	<i>Copy of FEMA Map or Equivalent is attached</i>	X	
3	Site is geologically stable. (see Attachment A)	X	
4	Site has adequate berm area and terrain to manage leachate release.	X	
5	Not closer than:		
	100 feet from any regularly flowing surface water body or river.	X	
	200 feet from any well, spring, or other groundwater source of drinking water	X	
6	WETLANDS SHALL NOT BE IMPACTED. (see Attachment B)		
	<i>US Fish and Wildlife Service National Wetlands Inventory Map is attached.</i>	X	
7	Site characteristics		
	Slopes less than 33%	X	
	No springs seeps or other groundwater intrusions	X	
	No gas, water, sewage, or electrical or other transmission lines under the site	X	
	No existing open dump, unpermitted landfill, lagoon, or similar facility on site.	X	
	Specific site conditions which may be considered for exemption (applies only to site characteristics) SPECIFY:		
8	No strip mines, exposed bedrock or quarries present. (See Attachment C)	X	
	If No, does the site have a liner as per Attachment C?		
9	Fifty-foot firebreak around disposal areas and from all treelines	X	
10	Does not impact cemeteries (public, private, pet) or culturally sensitive areas.	X	
11	Has ample access for delivery vehicles.	X	
12	Is anticipated waste acceptable for disposal? (See Attachment D) (90 day permit, all activities inclusive)	X	
13	Can the waste be segregated for disposal? (See Attachment D)	X	
14	Public notice form with required information attached. (See Attachment F. Form should be faxed with other required forms. May be verbal over phone, if necessary.)	X	
15	For pre-selected sites, was a public meeting held? (If not pre-selected site, go to 15)		X
	Public Meeting Location: Date: ____/____/____ (mm/dd/yyyy)		
16	Can the site be closed in accordance with Department standards? (See Attachment E)	X	

**Public Notice for Emergency Permits**

Type of media (e.g. newspaper or radio)	Newspaper
Name of media (e.g. newspaper)	Richmond Times Dispatch
Contact Name	Steve Chidsey
Phone Number	(804) 365-6158
Fax Number	
Publication cycle	

**NEWSPAPER ADVERTISEMENT**

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
OFFICE OF WASTE PERMITTING  
PUBLIC NOTICE FOR A  
TEMPORARY EMERGENCY PERMIT  
TO TREAT AND STORE SOLID WASTE  
DUE TO \_\_\_\_\_,  
(emergency)  
FOR HANOVER COUNTY, VA  
(city, town, county)

Due to the recent emergency from \_\_\_\_\_, and pursuant to the requirements of 9 VAC 20-80-485 .B.4 of the Virginia Solid Waste Management Regulations (VSWMR), Permitting of Solid Waste Management Facilities, The Virginia Department of Environmental Quality (*Regional Office Address & ZIP*), hereby authorizes Hanover County to operate a temporary emergency debris site located at the Route 301 Convenience Center. The site will receive the following solid wastes: \_\_\_\_\_

Typical treatment, storage, and disposal options will include: Waste to be stockpiled on-site for later disposition via burn pit or landfilling. The site meets the minimum siting requirements deemed necessary for environmental protection and public safety. Groundwater monitoring is not required but leachate management and run-off control are required. The permit will expire 90 days from the date of verbal or written authorization given on \_\_\_\_\_. Closure shall include the removal of wastes, waste constituents, and all temporary features used in support of the waste activities associated with deposit, environmental protection, maintenance, and operation. Final closure should return the site to as near as natural condition as possible prior to the disposal of waste. If there are any questions or concerns regarding the issuance of the temporary emergency permit, please contact the Department at (804) 365-6158 or at the above address.

ALL APPLICATIONS MUST BE SIGNED.

CERTIFICATION:

I hereby affirm that the information provided on this application is accurate and complete to the best of my knowledge. I fully understand the requirements of the siting criteria and that an emergency permit is valid for 90 days from the time of issuance. All activities must be inclusive in the 90-day period. Failure to provide accurate and complete information or follow the requirements and conditions of this application may result in permit denial or revocation. I have enclosed a copy of the advertisement that was published in the local newspaper.

Signed \_\_\_\_\_

Date \_\_\_\_\_  
(Type or Print dd/mm/yyyy)

Title or Authority by \_\_\_\_\_  
(Type or Print)

The following items must be returned to the Department:

\_\_\_\_\_ Contact Information (EDWP-01)  
\_\_\_\_\_ Siting Checklist (EDWP-02)  
\_\_\_\_\_ Copy of Advertised Public Notice  
\_\_\_\_\_ Certification (EDWP-04)

**ATTACHMENT A: GEOLOGY**

Emergency debris (ED) wastepiles shall not be sited in geologically unstable areas where inadequate foundation support for the structural components of the wastepile exists. Factors to be considered when determining unstable areas shall include:

- a. Soil conditions that may result in differential settling and subsequent failure of containment berms;

**EXAMPLES**

highly compressible clays,	liquefiable soil	expansive soils	peat
collapsible soils	frost-susceptible soil	soils susceptible to hydrocompaction	
other conditions not explicitly listed			

- b. Geologic or geomorphologic features that may result in sudden or non-sudden events and subsequent failure of containment berms;

**EXAMPLES**

Landslide prone areas	Abandoned river channels	highly erosion-prone areas	over sole source aquifer
other conditions not explicitly listed		highly karstic areas	groundwater seeps
structural discontinuities such as extreme folding, faulting, fracturing and jointing			

- c. Man-made features or events (both surface and subsurface) that may result in sudden or non-sudden events and subsequent failure of containment berms;

**EXAMPLES**

Emergency routes	unpermitted landfills	sludge lagoons	unsuitable fill
adjacent to highly explosive products such as chemical, petroleum or fertilizer storage bins			
downstream of weakened or damaged dams or other water retention structures			
over underground excavations such as storage tanks, sewer and traffic tunnels, mine shafts			
other conditions not explicitly listed			

- d. Presence of sink holes within the disposal area.

**ATTACHMENT B: WETLANDS**

Wetlands shall be avoided at all times. Existing wetland delineation maps prepared the US Fish and Wildlife Service shall be used to determine prohibited areas. *Attach an applicable Wetlands Inventory Map with this application.* Wetlands that are encountered on the site yet are not covered by the map shall not be used unless the U.S. Army Corps of Engineers provides an approval letter and it is attached to this application.

**ATTACHMENT C : STRIP MINES, EXPOSED BEDROCK AND QUARRIES**

In strip mine pits, all coal seams and coal outcrops shall be isolated from solid waste materials by a minimum of five feet of natural or compacted soils with a hydraulic conductivity less  $1 \times 10^{-7}$  cm/sec. Exposed bedrock and quarry faces shall also be lined with five feet of natural or compacted soil with a hydraulic conductivity  $\leq 1 \times 10^{-7}$  cm/sec.

**ATTACHMENT D: WASTE****Acceptable Waste**

Demolition waste, construction waste, debris waste, land clearing debris, discarded tires, and white goods, free of chloroflourocarbons and PCBs. No other wastes are authorized for the ED wastepile. Liquid waste, sludge waste, radioactive waste, friable asbestos, medical waste and other similar waste shall be prohibited.

Hazardous waste shall be prohibited from the emergency wastepile except when a separate, distinct area can be lined with concrete, collection berms and ditches are erected, and containment booms, in conjunction with other containment strategies, are used.

#### Segregation

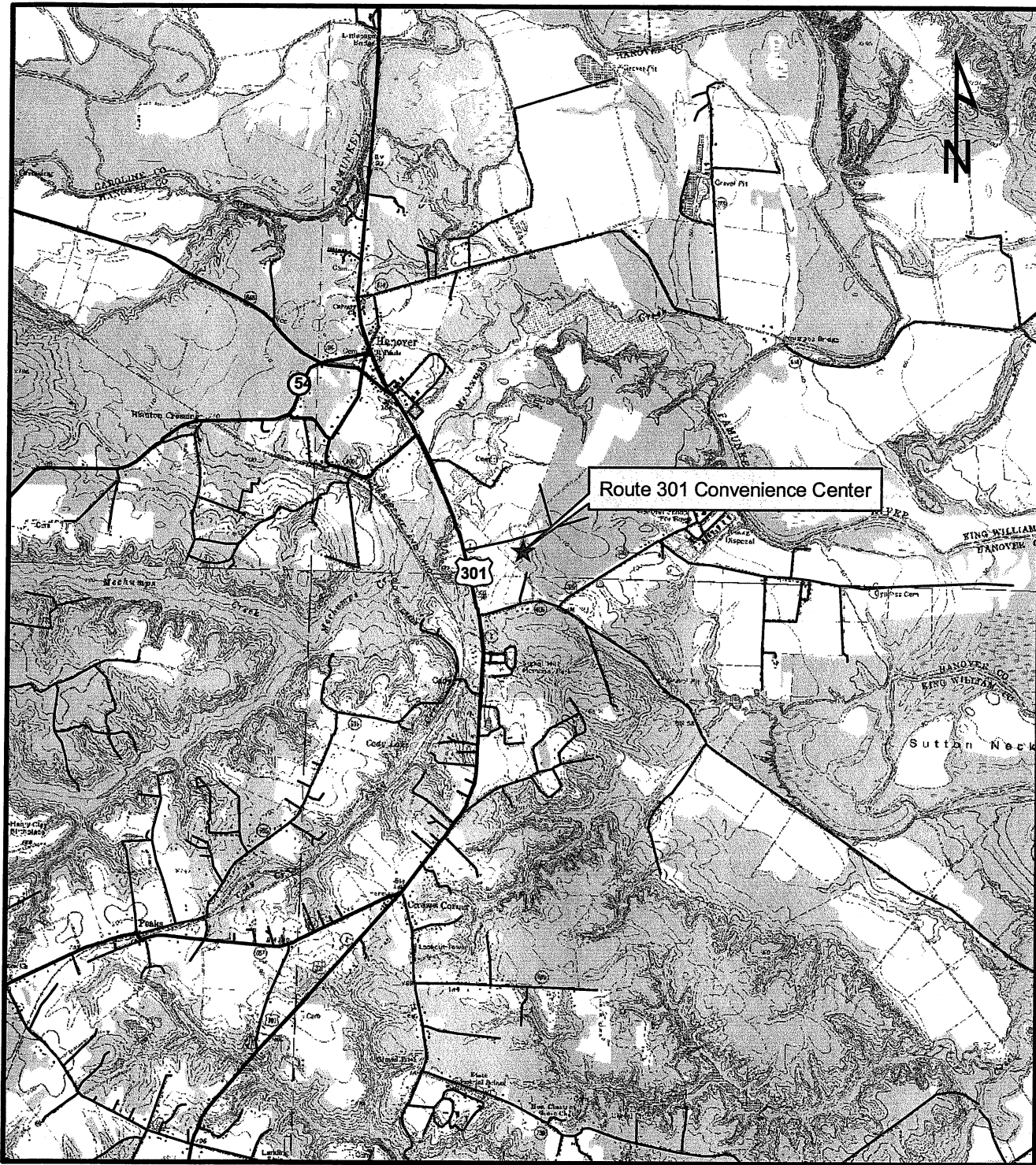
1. The limits of the wastepile shall be large enough to allow segregation of waste with 50-foot firebreak between each segregated area and any adjacent wastepiles or treelines.
2. Each segregated area shall be large enough to accommodate expected volume of waste type.
3. The following wastes require separate disposal areas within the limits of the emergency wastepile.
  - A. Yard Waste and Woody Products such as trees, stumps, untreated wood and timber, paper products, and untreated wooden household furnishings.
  - B. Treated and Painted Wood Products
  - C. White Goods
  - D. Tires
  - E. Concrete, Asphalt and Building Material (friable asbestos is prohibited)
  - F. Hazardous Waste (if allowed)

#### ATTACHMENT E: CLOSURE

Closure shall include the removal of wastes, waste constituents and all temporary features used in support of the waste activities associated with deposit, environmental protection, maintenance and operation. Final closure should return the site to as near as natural condition as possible prior to the disposal of waste.

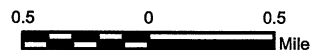
#### ATTACHMENT F: PUBLIC NOTICE

VSWMR 9 VAC 20-80-485.B.4 requires a public notice to be accompanied with the written permit. The **Applicant** will fill out DEQ FORM EDWP-03 and fax that to a newspaper in the largest circulation for that municipality. The generic form contains the required information. The form is self-explanatory and may be filled in by hand. PRINT, do not use cursive. It must be legible. A copy of the advertisement from the newspaper must be submitted to the Department within 24 hours after submitting the contact information and siting checklist. Once the Department receives the required permit application and a copy of the advertisement from the applicant the permit will be signed and issued. The actual publication date of the advertisement should be the soonest date possible depending on the soonest newspaper publication date.



# REFERENCE

Base map consists of USGS topographic quadrangle maps named Ashland, Hanover, Studley, and Yellow Tavern, Virginia.  
 Projection: Transverse Mercator Datum: NAD 83 Coordinate System: UTM Zone 18N



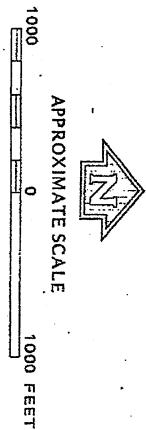
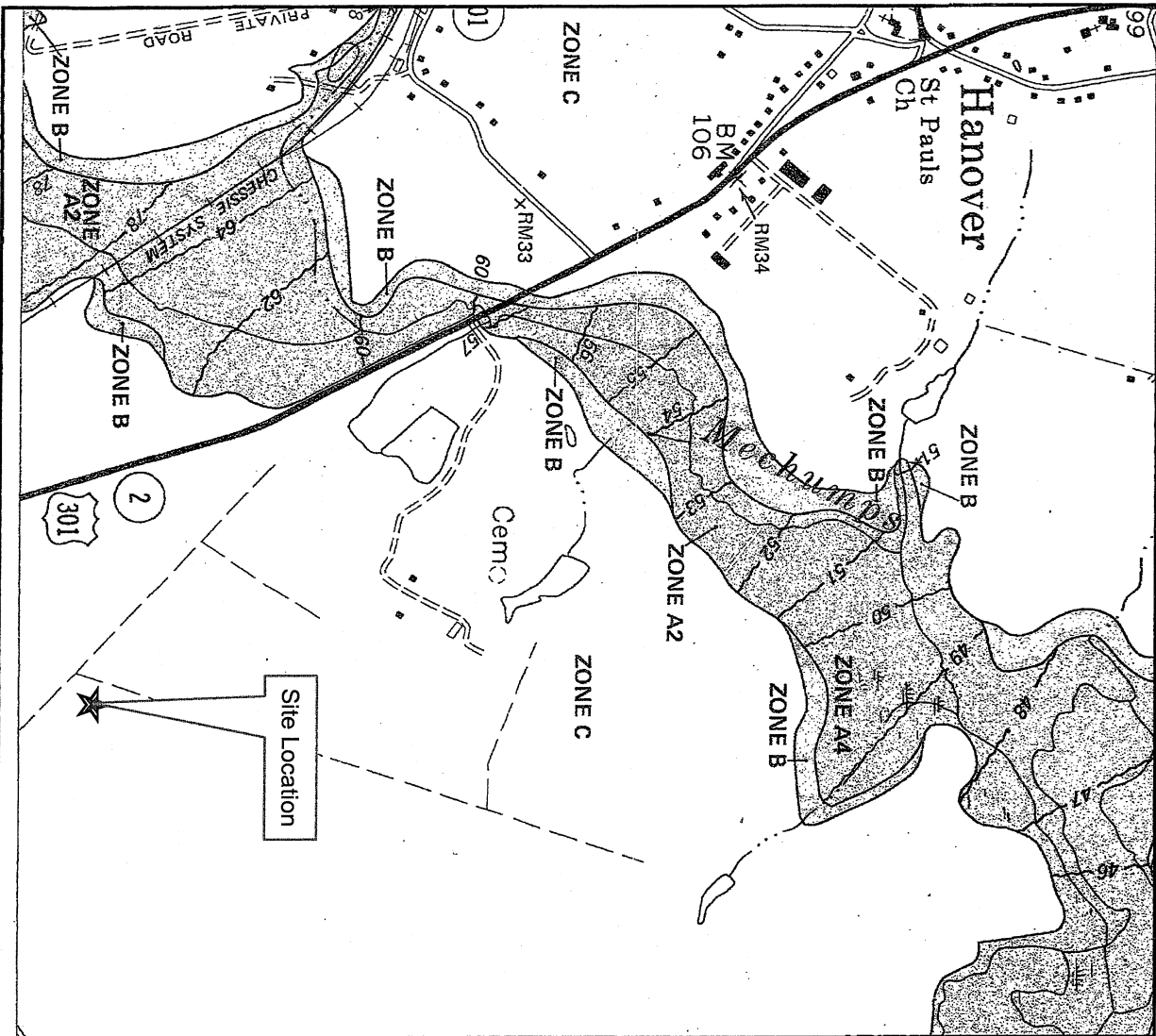
DATE	7/27/06
DESIGN	MLM
GIS	MLM
CHECK	MGW
REVIEW	MGW

TITLE	
<b>Site Location Map</b>	
Route 301 Convenience Center	
7301 Courtland Farm Road, Hanover County, Virginia	
PROJECT	Hanover County Emergency Debris
	Waste Pile Permit Application
<b>FIGURE: 1</b>	

PROJECT No. 043-6742.107

SCALE AS SHOWN

REV. 0



**NATIONAL FLOOD INSURANCE PROGRAM**

**FIRM**  
FLOOD INSURANCE RATE MAP

HANOVER COUNTY,  
VIRGINIA  
(UNINCORPORATED AREAS)

PANEL 215 OF 475  
(SEE MAP INDEX FOR PANELS NOT PRINTED)

**COMMUNITY-PANEL NUMBER**  
510237 0215 A

**EFFECTIVE DATE:**  
SEPTEMBER 2, 1981

Federal emergency management agency  
federal insurance administration

This is an official copy of a portion of the above referenced flood map. It is not to be used for any purpose other than for the purpose for which it was prepared. Any use of this map for any other purpose is at the user's risk. This map does not reflect changes or amendments which have been made subsequent to the date on the title block. For the latest product information, please contact the Federal Emergency Management Agency. For the latest product information, please contact the Federal Emergency Management Agency. For the latest product information, please contact the Federal Emergency Management Agency.


 Richmond, Virginia		<p>PROJECT</p> <p>Hanover County Emergency Debris Waste Pile Permit Application</p>		<p>TITLE</p> <p><b>FEMA Flood Map</b> Route 301 Convenience Center</p>		<table><tr><td>PROJECT NO.</td><td>043672.107</td></tr><tr><td>DATE</td><td>7/27/06</td></tr><tr><td>REV. 0</td><td>SCALE:</td></tr><tr><td>DESIGN</td><td>MLM</td></tr><tr><td>CHECK</td><td>MLM</td></tr><tr><td>REVIEW</td><td>MGW</td></tr><tr><td></td><td>8/1/06</td></tr></table>	PROJECT NO.	043672.107	DATE	7/27/06	REV. 0	SCALE:	DESIGN	MLM	CHECK	MLM	REVIEW	MGW		8/1/06
PROJECT NO.	043672.107																			
DATE	7/27/06																			
REV. 0	SCALE:																			
DESIGN	MLM																			
CHECK	MLM																			
REVIEW	MGW																			
	8/1/06																			

FIGURE 2

FIGURE: 2





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Mile

#### REFERENCE

Base map consists of USGS topographic quadrangle map named Ashland, Hanover, Studley, and Yellow Tavern, Virginia.  
Projection: Transverse Mercator Datum: NAD 83 Coordinate System: UTM Zone 18N

#### Legend

 HanoverCoNWI



DATE	7/27/06
DESIGN	MLM
GIS	MLM
CHECK	MGW
REVIEW	MGW

## US Fish and Wildlife Service National Wetlands Inventory Map

Route 301 Convenience Center

PROJECT No. 043-6742.107

SCALE AS SHOWN

REV. 0

PROJECT Hanover County Emergency Debris  
Waste Pile Permit Application

FIGURE: 3

**FMD DISPOSAL PIT SITING AND EMERGENCY PERMIT CRITERIA**

This is an application for an emergency permit to dispose of waste generated as the result of an outbreak of foot and mouth disease in Virginia. The emergency permit request may be oral or written. If oral, it shall be followed within five days by a written emergency permit application. Oral responses can only be given if the applicant is fully aware of the siting requirements outlined in this application, otherwise a written request must be provided using this application. Mail or fax the written request to the Department.

*Emergency Permits are valid for 90 days from the time they are issued.  
All associated waste activities must be completed within the 90-day period.*

**INSTRUCTIONS:**

Read all sections carefully. Fill in all of the information on DEQ Form FMD-01 and all applicable information on DEQ Form FMD-02. A certification signature is required on DEQ Form FMD-03. Note that a site map, a list of wastes to be received, and the manner and location of their disposal must accompany this application. The site may either be selected prior to the emergency or during after the emergency declaration. The Department encourages pre-selection. Follow the applicable guidelines below.

**Pre-Selected Sites:**

If the site is pre-selected, public participation must be held in accordance with the Virginia Solid Waste Management Regulations, Amendment 1 (VSWMR) regulations 9 VAC 20-80-480 E.5 and F.4. The Department will not consider approval of a pre-selected site without public participation. Pre-selected sites, if approved, will be granted an emergency permit upon request at the time of the emergency. The applicant needs only to contact the Department, either orally or in writing, and provide a notice that a pre-selected site will be used for the present emergency. The notice shall include, as a minimum, the applicant's name and contact information, the nature of the emergency, and the location of the site and owner's name. Oral requests shall be followed with a written request within five days. DEQ Form FMD-01 and DEQ Form FMD-02 must be on file with the Department prior to the emergency for all pre-selected sites. The public notice will be provided by DEQ by publishing a notice in the local newspaper and providing for a 30-day comment period.

**Emergency Sites**

In the case of selecting a site immediately after an emergency declaration, the Department may grant a temporary emergency permit through oral or written requests. The applicant may verbally relate the information requested on DEQ Form FMD-01 and DEQ Form FMD-02 but must provide written copies within five days or as soon as the infrastructure support will allow. In addition, a public notice as per 9 VAC 20-80-480 F.4 shall be published by the DEQ as soon as practicable. Disposal of waste may commence upon verbal approval but all waste disposal activities must cease after 90 days. In addition, closure activities must be completed by the expiration of the 90-day period.

**DEQ FORM FMD-01**  
**FMD DISPOSAL PIT SITING AND EMERGENCY PERMIT CRITERIA**

**DEQ Contact Information**

Department of Environmental Quality 629 East Main Street P.O. Box 10009 Richmond, VA 23240-0009 Attention: Solid Waste Permitting	Paul Farrell Phone: (804) 698-4214 FAX: (804) 698-4383
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If information is not known, use NA. Please type or print information.

**SIGNATURE REQUIRED UNDER CERTIFICATION ON FORM DEQ FMD-03 WHEN COMPLETED.**

Expected or current emergency	
Authority or Agency	Hanover County
Primary Contact=s Name	Steve Chidsey
Address	P.O. Box 407
City, State, Zip	Hanover, Virginia 23069
Phone Number / Fax Number	(804) 365-6158
Secondary Contact's Name	
Address	
City, State, Zip	
Phone Number / Fax Number	
Site Location (latitude/longitude or directions from major roads)	Latitude: 37°45'13" North; Longitude: 77°21'22" West
Site Name	Route 301 Transfer Station
City, State, Zip	7301 Courtland Farm Road, Hanover, Virginia 23069
Owner of Site	Hanover County
Owner's Address	P.O. Box 407
City, State, Zip	Hanover, Virginia 23069
Phone Number / Fax Number	(804) 365-6158
Approximate size of disposal area (acres)	2 acres
<u>List expected types of waste</u> Vegetative debris waste, woody demolition debris, animal carcasses.	
<u>Typical disposal pit construction and waste placement method</u> Specification relating to the operation and construction of the temporary air curtain burnpit are attached as Attachment 1.	

**DEQ FORM FMD-02****FMD DISPOSAL PIT SITING CRITERIA**

Put a T or E in the Yes / No Columns as necessary. Additional information is provided in Attachment 1. Please read each criteria carefully. **Sign the certification on DEQ FORM EDWP-03**

	<b>Siting Criteria</b>	Yes	No
1	Site location map attached	X	
2	Not prone to base floods [100 year flood plain, coastal flooding] or inundation.	X	
3	Site is geologically stable. (see Attachment A-1)	X	
4	Not closer than:	--	--
	100 feet from any regularly flowing surface water body or river.	X	
	200 feet from any well, spring, or other groundwater source of drinking water	X	
	50 feet from the property line	X	
	200 feet from any residence school, hospital, nursing home, or recreational park	X	
	500 feet from the nearest edge of the right-of-way of any public road unless the site is screened from public view	X	
5	SITE SHALL NOT BE LOCATED IN WETLANDS AND WETLANDS SHALL NOT BE IMPACTED	X	
6	Site characteristics	--	--
	Gas, water, sewage, or electrical or other transmission lines under the site		X
	Existing open dump, unpermitted landfill, lagoon, or similar facility on site.		X
7	Impacts cemeteries (public or private) or culturally sensitive areas.		X
8	Strip mines, pits, exposed bedrock or quarries present.		X
9	Can at least 5 feet of separation be maintained between the bottom of the trench and the groundwater elevation and bedrock.	X	
10	Is anticipated waste acceptable for disposal? (See Attachment A-2) <b>(90 day permit, all activities inclusive)</b>	X	
11	Is sufficient cover material or approved alternate available to provide daily cover (minimum of 6 inches for soil)	X	
12	Can the site be closed in accordance with Department standards (See Attachment A-3)	X	

**DEQ FORM FMD-03**

ALL APPLICATIONS MUST BE SIGNED.

CERTIFICATION:

I hereby affirm that the information provided on this application is accurate and complete to the best of my knowledge. I fully understand the requirements of the siting criteria and that an emergency permit is valid for 90 days from the time of issuance. All activities must be inclusive in the 90 day period. Failure to provide accurate and complete information or follow the requirements and conditions of this application may result in permit denial or revocation.

Signed \_\_\_\_\_

Date \_\_\_\_\_  
(Type or Print dd/mm/yyyy)

Title or Authority by \_\_\_\_\_  
(Type or Print)

The following items must be returned to the Department:

\_\_\_\_\_ Contact Information (FMD-01)

\_\_\_\_\_ Siting Checklist (FMD-02)

\_\_\_\_\_ Certification (FMD-03)

**Attachment A****Attachment A-1 - Geology**

FMD disposal pits shall not be sited in geologically unstable areas where inadequate foundation support for the structural components of the disposal unit exists. Factors to be considered when determining unstable areas shall include:

a. Soil conditions that may result in differential settling and subsequent failure of containment system;

**EXAMPLES**

highly compressible clays,	liquefiable soil	expansive soils	peat
collapsible soils	frost-susceptible soil	soils susceptible to hydrocompaction	
other conditions not explicitly listed			

b. Geologic or geomorphologic features that may result in sudden or non-sudden events and subsequent failure of containment system;

**EXAMPLES**

landslide prone areas	Abandoned river channels	highly erosion-prone areas	over sole source aquifer
other conditions not explicitly listed		highly karstic areas	groundwater seeps
structural discontinuities such as extreme folding, faulting, fracturing and jointing			

c. Man-made features or events (both surface and subsurface) that may result in sudden or non-sudden events and subsequent failure of containment system;

**EXAMPLES**

emergency routes	unpermitted landfills	sludge lagoons	unsuitable fill
adjacent to highly explosive products such as chemical, petroleum or fertilizer storage bins			
downstream of weakened or damaged dams or other water retention structures			
over underground excavations such as storage tanks, sewer and traffic tunnels, mine shafts			
other conditions not explicitly listed			

d. Presence of sink holes within the disposal area.

**Attachment A-2 - WASTE****Acceptable Waste**

Acceptable wastes include animal carcasses, small amounts of manure, feed, straw and hay that cannot be burned or composted, and ash from the burning of carcasses and other contaminated materials that are not classified as a hazardous waste.

No other wastes are authorized for the FMD disposal pit. Sludge waste, radioactive waste, friable asbestos municipal solid waste, medical waste and other similar waste shall be prohibited. **Free liquids shall be prohibited.** Hazardous waste shall be prohibited.

**Attachment A (continued)****Attachment A-3 – Closure**

The facility shall be closed in a manner that minimizes the need for further maintenance and controls, minimizes or eliminates the post-closure escape of leachate, surface runoff, decomposition gas migration, or waste decomposition products to the groundwater, surface water or the atmosphere.

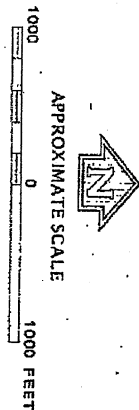
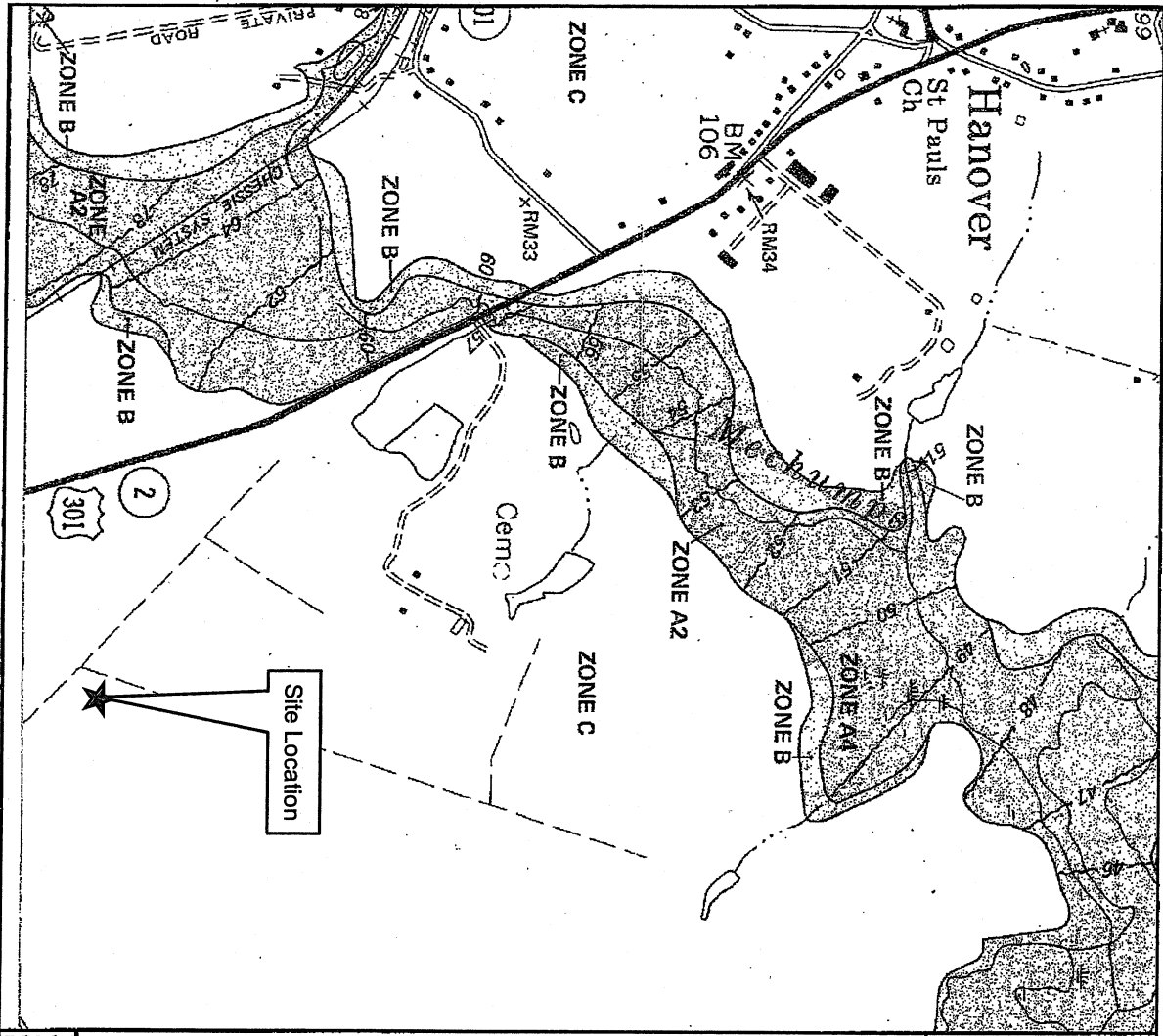
A final cover shall be constructed that meets the following requirements:

1. The final cover shall consist of 24 inches of earthen material the top 6 inches of which must be capable of supporting native plant growth;
2. Finished slopes shall be stable and configured to control erosion and runoff; and
3. To prevent ponding of water, the top slope shall be at least 2% after allowance for settlement.

**FIGURES**







**NATIONAL FLOOD INSURANCE PROGRAM**

**FIRM**  
FLOOD INSURANCE RATE MAP

HANOVER COUNTY,  
VIRGINIA  
(UNINCORPORATED AREAS)

PANEL 215 OF 475  
(SEE MAP INDEX FOR PANELS NOT PRINTED)

**COMMUNITY PANEL NUMBER**  
510237 0215 A

**EFFECTIVE DATE:**  
SEPTEMBER 2, 1981

Federal emergency management agency  
Federal Insurance Administration

This is an official copy of a portion of the above referenced flood map. It was extracted using FIRM Online. It may not reflect changes or amendments which may have been made to the title block. For the latest product information about National Flood Insurance Program flood maps, check the FEMA Flood Map Store at [www.mco.fema.gov](http://www.mco.fema.gov)


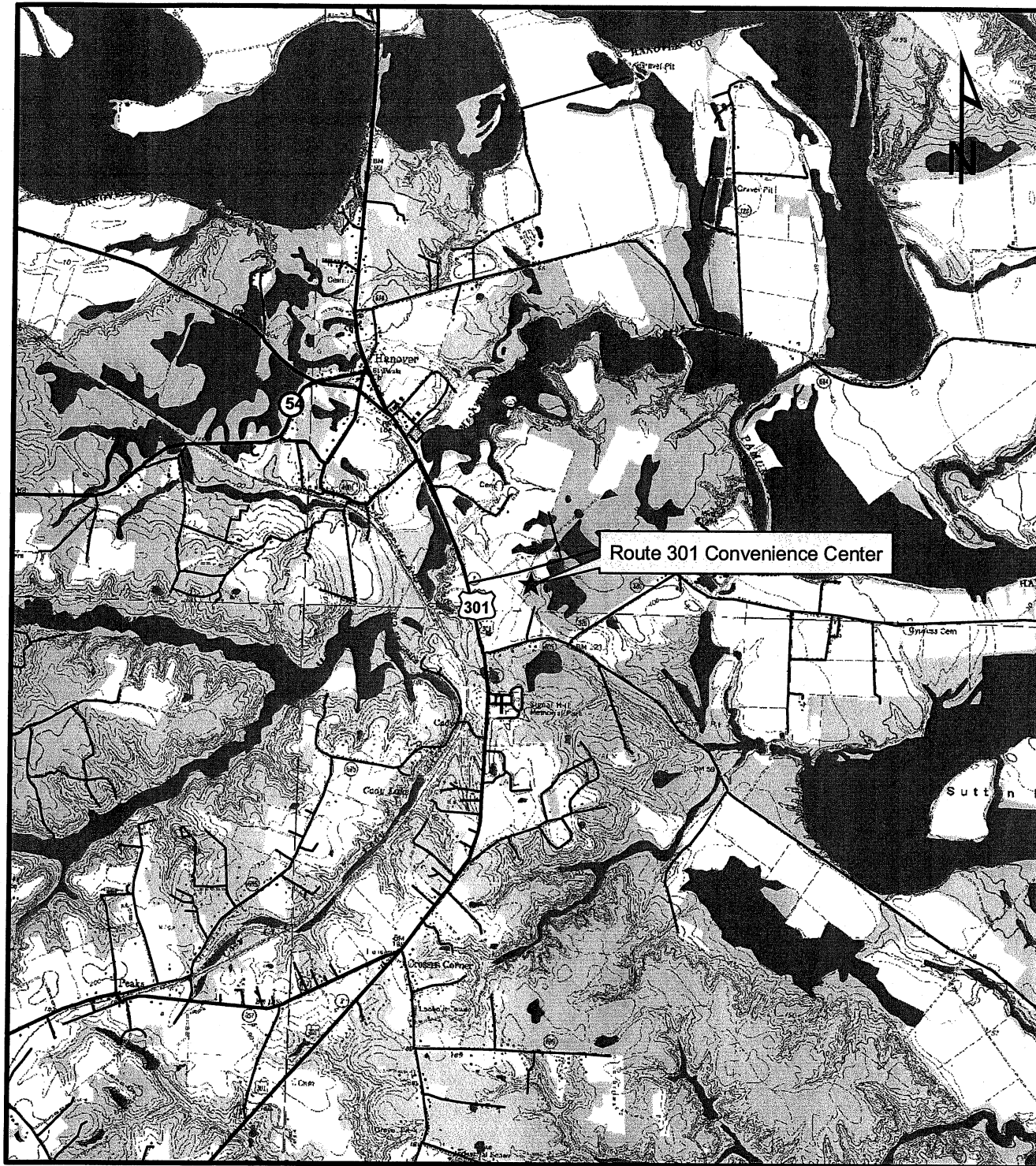
<div>PROJECT NO. 048476.07</div> <div>DATE7/27/06</div> <div>REV. 0SCALE:</div> <div>DESIGNMLM7/27/06</div> <div>CSSMLM7/27/06</div> <div>CHECKMGW8/10/06</div> <div>REVIEWMGW8/10/06</div>		<div>TITLE</div> <div>FEMA Flood Map</div> <div>Route 301 Convenience Center</div>	<div>PROJECT</div> <div>Hanover County Emergency Debris Waste Pile Permit Application</div>	<div><div><div>Golder Associates</div><div>Richmond, Virginia</div></div></div>
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FIGURE: 2

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#### REFERENCE

Base map consists of USGS topographic quadrangle map named Ashland, Hanover, Studley, and Yellow Tavern, Virginia.  
Projection: Transverse Mercator Datum: NAD 83 Coordinate System: UTM Zone 18N

0.5 0 0.5  
Mile

#### Legend

 HanoverCoNW1



DATE	7/27/06
DESIGN	MLM
GIS	MLM
CHECK	MGW
REVIEW	MGW

TITLE	US Fish and Wildlife Service National Wetlands Inventory Map Route 301 Convenience Center
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PROJECT No. 043-6742.107

SCALE AS SHOWN

REV. 0

PROJECT	Hanover County Emergency Debris Waste Pile Permit Application
---------	--

FIGURE: 3

**ATTACHMENT 1**

**TEMPORARY AIR CURTAIN BURNPIT CONSTRUCTION AND OPERATING  
GUIDELINES**

Locating sites that are intended for air curtain burning (ACB) operations is a coordinated effort between Hanover County and Department of Environmental Quality for evaluating the surrounding areas and to reevaluate potential sites used in the past. It is anticipated that the 301 Transfer Station will be the only designated site.

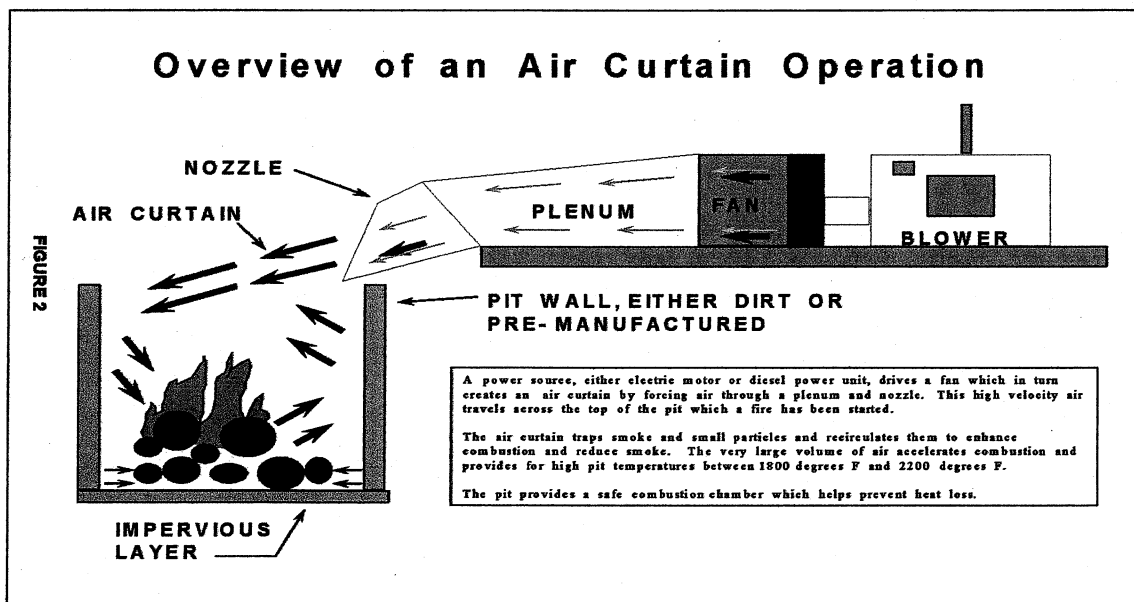
The following guidelines are presented for selecting an ACB site and operational requirements once a site is in use:

- Contact the local fire marshal or fire department for input into site selection in order to minimize the potential for fire hazards, other potential problems related to fire fighting that could be presented by the location of the site, and to ensure that adequate fire protection resources are available in the event of an emergency.
- The requirements for ACB device(s), in accordance with Air Quality rules require the following buffers: a minimum of 500 feet from the ACB device to homes, dwellings and other structures and 250 feet from roadways. Contact DEQ for updates or changes to their requirements.
- Sites should be located outside of identifiable or known floodplain and flood prone areas; consult the Flood Insurance Rate Map for the location in your City to verify these areas. Due to heavy rains associated with hurricanes and saturated conditions that result, flooding may occur more frequently than normally expected. If ACB pit devices are utilized, a minimum two-foot separation to the seasonal high water table is recommended. A larger buffer to the seasonal high water table may be necessary due to on-site soil conditions and topography.
- Storage areas for incoming debris should be at a minimum 100 feet from all surface waters of the state. "Waters of the state" includes but is not limited to small creeks, streams, watercourses, ditches that maintain seasonal groundwater levels, ponds, wetlands, etc.
- Storage areas for incoming debris shall be located at least 100 feet from property boundaries and on-site buildings/structures.
- Air Curtain Burners in use should be located at least 200 feet from on-site storage areas for incoming debris, on-site dwellings and other structures, potable water supply wells, and septic tanks and leaching fields.
- Wood ash stored on-site shall be located at least 200 feet from storage areas for incoming debris, processed mulch or tub grinders (if a grinding site and ACB site is located on the same property). Wood ash shall be wetted prior to removal from the ACB device or earth pit and placed in storage. If the wood ash is to be stored prior to removal from the site, then rewetting may be necessary to minimize airborne emissions.
- Wood ash to be land applied on site or off site shall be managed in accordance with the guidelines for the land application of wood ash from storm debris burn sites. The ash shall be incorporated into the soil by the end of the operational day or sooner if the wood ash becomes dry and airborne.

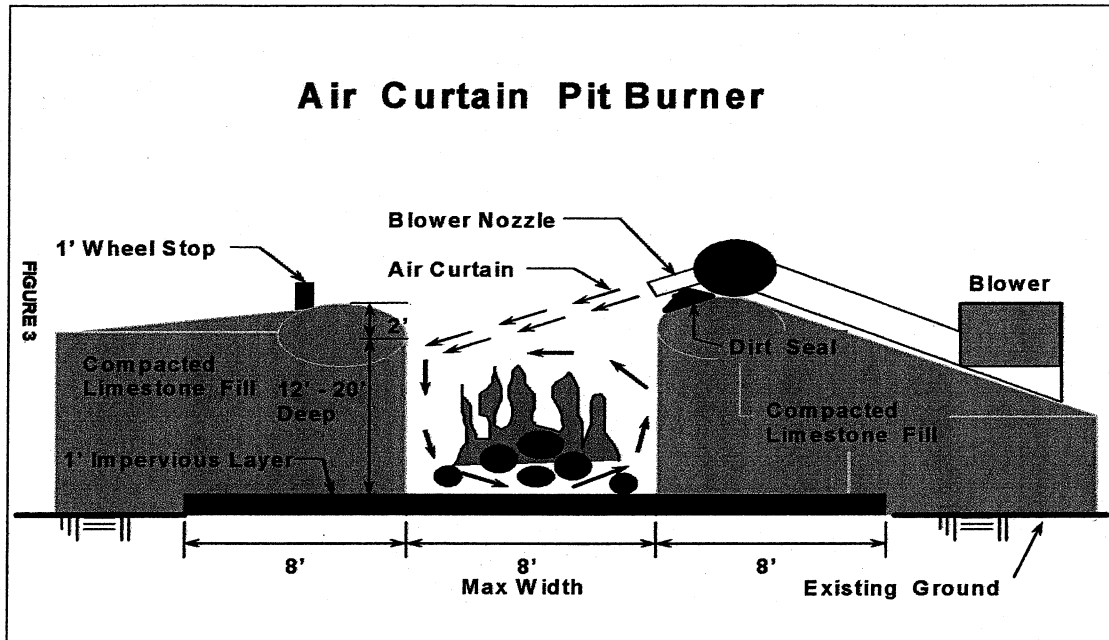


- Sites that have identified wetlands should be avoided, if possible. If wetlands exist or wetland features appear at a potential site, verification by the local Corps of Engineers office will be necessary to delineate areas of concern. Once areas are delineated, the areas shall be flagged, and a 100-foot buffer shall be maintained for all activities on-going at the site.
- Sites bisected by overhead power transmission lines need careful consideration due to large dump body trucks/trailers used to haul debris and the intense heat generated by the ACB device. Underground utilities need to be identified prior to digging pits for using the ACB device.
- Provisions should be made to prevent unauthorized access to facilities when not open for use. As a temporary measure, access can be secured by blocking drives or entrances with trucks or other equipment when the facilities are closed. Gates, cables, or other more standard types of access control should be installed as soon as possible.
- When possible, post signs with operating hours and information about what types of clean up waste may be accepted. Also, include information as to whether only commercial haulers or the general public may deposit waste.

Closeout of air curtain burner sites shall be within six (6) months of receiving waste. If site operations will be necessary beyond this time frame, permitting of the site may be required. If conditions at the site become injurious to public health and the environment, then the site shall be closed until conditions are corrected or permanently closed.



Based on FEMA 325, *Debris Management Guide*, Appendix H, Figure 2, 1999.



Based on FEMA 325, *Debris Management Guide*, Appendix H, Figure 3, 1999.

### **Environmental Checklist for Air Curtain Pit Burners**

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Incineration site inspections will also include an assessment of the environmental controls being used by the Contractor. Environmental controls are essential for all incineration methods, and the following will be monitored.

- ☐ A setback of at least 1,000 feet should be maintained between the debris piles and the incineration area. Keep at least 1,000 feet between the incineration area and the nearest building. Contractor should use fencing and warning signs to keep the public away from the incineration area.
- ☐ The fire should be extinguished approximately two hours before anticipated removal of the ash mound. The ash mound should be removed when it reaches 2 feet below the lip of the incineration pit.
- ☐ The incineration area should be placed in an aboveground or below ground pit that is no wider than 8 feet and between 9 and 14 feet deep.
- ☐ Above ground incineration pits should be constructed with limestone and reinforced with earth anchors or wire mesh to support the weight of the loaders. There should be a 1-foot impervious layer of clay or limestone on the bottom of the pit to seal the ash from the aquifer.
- ☐ The ends of the pits should be sealed with dirt or ash to a height of 4 feet.
- ☐ A 12-inch dirt seal should be placed on the lip of the incineration pit area to seal the blower nozzle. The nozzle should overlap the pit edge by 3 to 6 inches.
- ☐ There should be 1-foot high, unburnable warning stops along the edge of the pit's length to prevent the loader from damaging the lip of the incineration pit.
- ☐ Hazardous or contaminated ignitable material should not be placed in the pit. This is to prevent contained explosions.
- ☐ The airflow should hit the wall of the pit about 2 feet below the top edge of the pit, and the debris should not break the path of the airflow except during dumping.
- ☐ The pit should be no longer than the length of the blower system and the pit should be loaded uniformly along its length.

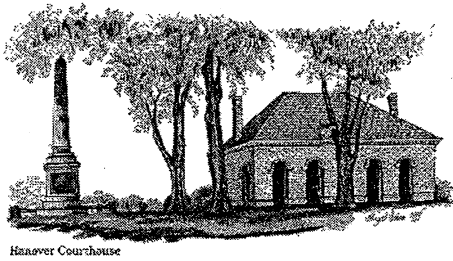


### **Land Application of Wood Ash from Storm Debris Burn Sites Guidelines**

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- Whenever possible, soil test data and waste analysis of the ash should be available to determine appropriate application rate.
- In the absence of test data to indicate agronomic rates, application should be limited to 2 to 4 tons per acre/one time event. If additional applications are necessary, due to the volume of ash generated and time frame in which the ash is generated, then an ash management plan will be needed.
- Ash should be land applied in a similar manner as agricultural limestone.
- Ash should not be land applied during periods of high wind to avoid the ash blowing off the application sites.
- Ash should not be land applied within 25 feet of surface waters or within 5 feet of drainage ways or ditches on sites that are stabilized with vegetation. These distances should be doubled on sites that are not vegetated and the ash should be promptly incorporated into the soil.
- Records should be maintained to indicate where ash is applied and the approximate quantities of ash applied.
- As an option to land application, ash may be managed at a permitted municipal solid waste landfill after cooling to prevent possible fire.
- Assistance in obtaining soil test data and waste analysis of ash should be available through DEQ.

**APPENDIX L**  
**DEBRIS COLLECTION/CONTRACT #1**  
**Hanover County**



# REQUEST FOR PROPOSALS TITLE PAGE

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## Hanover County, Virginia Purchasing Department

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Proposal Title: ***DISASTER DEBRIS COLLECTION, PROCESSING AND DISPOSAL SERVICES***

This is Hanover County's Request for Proposals No. 06-030106-1721KM, issued **May 8, 2006**, on behalf of the counties of Hanover, Chesterfield, Henrico, and the Town of Ashland (herein referred to as "the Entities"). Direct requests for information to: Kimberly H. Mitchell, Purchasing Officer; Phone: 804-365-6104; Fax: 804-365-6100; email: [khmitchell@co.hanover.va.us](mailto:khmitchell@co.hanover.va.us). **Sealed proposals will be accepted prior to 3:00 p.m., local time prevailing, June 1, 2006.** Proposals received after the stated due date and time shall not be considered.

A Pre-proposal Conference will be held for this procurement on May 16, 2006, 10:00 a.m., in the Board of Supervisor's Auditorium, Hanover County Administration Building, located at 7516 County Complex Road, Hanover, VA 23069. Attendance is not mandatory, but is encouraged. **All questions/requests for information not posed at the pre-proposal conference shall be submitted in writing, addressed to:** County of Hanover, Purchasing Department, ATTN: RFP 1721KM, P. O. Box 470, Hanover, VA 23069-0470 and to be assured consideration, must be received prior to 4:30 p.m., Hanover County's next business day following the pre-proposal conference. Questions may submitted by fax to 804-365-6100, or email to [khmitchell@co.hanover.va.us](mailto:khmitchell@co.hanover.va.us). After reviewing any questions/requests submitted, Hanover County will issue an addendum to respond to items it deems necessary. Changes to this Request for Proposals will be made only by written addendum issued by the Hanover County Purchasing Department.

Submit Proposals: **BY MAILTO:**

County of Hanover, Purchasing Dept., Room 205, P. O. Box 470, Hanover, VA 23069-0470

**BY HAND DELIVERY OR EXPRESS CARRIER TO:**

County of Hanover, Purchasing Dept., Room 205, 7497 County Complex Road, Hanover, VA 23069

Offerors shall ascertain prior to submitting a response that all Addenda issued have been received and shall **acknowledge receipt and inclusion of all Addenda here:**

Addendum No. \_\_\_\_ Date: \_\_\_\_\_ Addendum No. \_\_\_\_ Date: \_\_\_\_\_ Addendum No. \_\_\_\_ Date: \_\_\_\_\_

**Information the Offeror deems Proprietary is to be included in the proposal in the separate section of the proposal identified on the line below. See Submission Requirements in this RFP for additional information.**

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**All proposed exceptions to this Request for Proposals, and any proposed changes to the contract documents or terms and conditions, are to be included in the proposal response in the separate section of the response identified on the line below. See Submission Requirements in this RFP for additional information.**

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In compliance with this Request for Proposals and all the conditions imposed therein, the undersigned offers and agrees to furnish the goods/services in accordance with the attached proposal or as mutually agreed upon by subsequent negotiations. By my signature below, I certify that I am authorized to bind the Offeror in any and all negotiations and/or contractual matters relating to this Request for Proposals. Sign in ink and type or print requested information.

My signature certifies that this firm or individual has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the Entities, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or person that could be considered as a conflict of interest or a potential conflict of interest to the Entities, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the Entities.

**INCLUDE PAGES 1 AND 2 OF THIS RFP AS THE FIRST 2 PAGES OF YOUR PROPOSAL RESPONSE**

**THIS PROPOSAL RESPONSE IS SUBMITTED BY:**

Full Legal Name of Offeror: \_\_\_\_\_

Mailing Address:

Remittance Address (If Different):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Federal Identification Number: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_

Typed/Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

(Person signing must be authorized to bind  
the Offeror in contractual matters)

**INDICATE THE TYPE OF BUSINESS:**

\_\_\_\_\_ Individual Trading in Own Name

\_\_\_\_\_ Partnership

\_\_\_\_\_ Individual Trading Under Trade Name  
(Individual and Trade Name must be listed above  
as "legal name")

\_\_\_\_\_ Corporation

**CORPORATE SEAL:**

## **1.0 GENERAL INFORMATION**

- 1.1 The Entities are soliciting proposals from qualified contractors to provide removal, processing and disposal services for vegetative debris, animal carcasses, household hazardous waste and construction demolition debris related to an emergency event. In most cases, this contract will be utilized during an emergency event as declared by the each Entity's County Administrator/Manager, Town Manager, Governing Board, or their authorized representative. The Entities offer no guarantee of work to be provided under the resultant contract, as the contract will only be utilized during the declaration of an emergency.
- 1.2 Contractors shall provide clean-up, demolition, removal, processing and disposal of debris resulting from a natural or manmade disaster as directed by the Entities to eliminate immediate threats to the public health and safety. Also required is the elimination of immediate threats of significant damage to improved public or private property, and that which is considered essential to ensure economic recovery of the affected community. Contractors shall also provide disaster recovery technical program management assistance relating to reimbursement of eligible damage costs from Federal and State agencies to Entity officials. One or more Offerors may be selected to provide different elements or levels of scope of work.

### **1.3 Acronyms**

The following acronyms are used throughout this solicitation:

- 1.3.1 FEMA – Federal Emergency Management Agency
- 1.3.2 TDSRS – Temporary Debris Staging and Reduction Sites
- 1.3.3 CVWMA – Central Virginia Waste Management Authority and public bodies in their service area, which includes the counties of Charles City, Goochland, New Kent, Powhatan, Prince George, and the cities of Colonial Heights, Hopewell, Petersburg and Richmond.

### **1.4 Cooperative Procurement**

- 1.4.1 If approved by the Contractor, the contract resulting from this procurement may be utilized by the CVWMA for services provided at the contract prices and in accordance with the contract terms. The Contractor shall deal directly with the CVWMA or the public bodies serviced by them.
- 1.4.2 Each public body utilizing the resultant contract has the option of executing a separate contract document with the Contractor. With the approval of the Contractor, each public body may add terms and conditions required by statute, ordinances, or regulations, or to remove terms and conditions which conflict with its governing statutes, ordinances, or regulations.
- 1.4.3 The County of Hanover, its officials and staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the Contractor and any other public body implementing contracts as a result of this Request for Proposals, and in no event shall the County, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of the resultant contract.

## **2.0 SCOPE OF SERVICES**

- 2.1 Offerors shall include in the Proposal a description of any significant task not listed in the Scope of Services which they know to be necessary either as reimbursable expenses under the Contract or as a service to be contracted for separately by the Entities.
- 2.2 The Entities may add to the Scope of Services or make changes in the Scope of Services for services of a similar nature to those specified in the Scope of Services of this Request for Proposals as mutually agreed to at a price mutually agreed upon. The change must be approved by the Purchasing Director or their designee,

and a Contract Addendum and/or Purchase Change Order issued by the Purchasing Department to change the contract.

2.3 The Contractor shall provide, but shall not be limited to, the following services:

2.3.1 **Debris Removal/Collection Services:**

2.3.1.1 Emergency Road Clearance: Removal of debris from the primary transportation routes as directed by the Entities.

2.3.1.2 Debris Removal from Public Property: Removal of eligible debris from public rights-of-way and other public properties. Removal of debris beyond the limits of public rights-of-way as necessary to abate imminent and/or significant threats to the public health and safety of the community, when directed by the Entities.

2.3.1.3 Debris Removal from Private Property: Removal of debris from private properties shall be directed by the Entities only when an imminent threat to life, safety and health is present on private property. This task shall require prior approval of the FEMA, and shall be monitored by the Contractor for strict compliance with federal regulations regarding eligibility for reimbursement of costs.

2.3.1.4 TDSRS: The Contractor shall prepare and maintain a sufficient number of TDSRS to accept and process all eligible debris within the timelines established in the contract. The Entities shall identify and make available all TDSRS properties to the Contractor at no charge. Preparation and maintenance of the TDSRS shall include all approach and interior haul roads and dump pads, roofed inspection tower sufficient for a minimum of three inspectors for traffic monitoring purposes.

2.3.1.5 Generated Hazardous Waste Abatement: Abatement of hazardous waste identified by the Entities.

2.3.1.6 Hazardous Stumps: Removal of all stumps that are determined to be hazardous to public access, and as directed by the Entities.

2.3.1.6.1 Stump removal shall be in sizes in accordance with the FEMA Debris Management Guide .

2.3.1.6.2 Removal shall include grinding, incineration or disposal, repairing ruts, backfilling of stump hole and stabilizing the disturbed area by seeding and mulching with straw.

2.3.1.6.3 Stumps may also be transported to TDSRS, and shall be inspected and segregated by size.

2.3.1.6.4 Offerors shall also indicate their ability to grind stumps to ground level in place.

2.3.1.7 Demolition of Hazardous or Condemned Structures that pose a hazard to public health.

2.3.2 **Processing/Grinding/Air Curtain Incineration Services for Vegetative Debris:**

2.3.2.1 The Contractor shall provide all required labor, equipment, materials, supplies, transportation, and mobilization/demobilization necessary to complete the assigned work. This shall include moving deposited debris to and from the grinder, grinding the debris and stockpiling the processed material as designated by the Entities.

2.3.2.2 Debris processing shall include, but not be limited to, reduction by tub grinding or chipping, and/or air curtain incineration in accordance with FEMA Debris Management Guide, publication 325, when approved by the Entities. Prior to reduction, all debris shall be segregated between vegetative and clean, woody debris; construction and demolition debris;

white goods; recyclable debris and household hazardous wastes. Construction and demolition debris may be directed to the nearest permitted landfill, bypassing the TDSRS.

- 2.3.2.3 Work shall be performed on-site, at locations designated by each Entity. The resultant contract shall include processing services for all debris designated by each Entity, at sites provided by each Entity.
- 2.3.2.4 The Contractor shall be responsible for traffic control while mobilized at the designated sites. The Entities, or their designated representative, will be responsible for ticket collection. More details about the Contractor's responsibilities can be discussed/negotiated during the interview phase of the solicitation process.
- 2.3.2.5 The Entities prefer that a minimum 12' diameter tub grinder or a large horizontal grinder with equal throughput specifications be provided. The Offeror shall indicate in the proposal the make and model of tub grinder to be utilized, screen sizes that are available and processing throughput in complete cubic yards per hour (based on screen sizes).
- 2.3.2.6 The Offeror's proposed price should include separate pricing for grinding and air curtain incineration on a **cubic yard basis or tonnage basis**, inclusive of all required labor, equipment, materials, supplies, transportation and mobilization/demobilization. Billable quantities for grinding shall be based on **outgoing processed cubic yardage or tonnage (grinding output)**. Offerors should include separate pricing for cubic yards and tons in all categories of debris.
- 2.3.2.7 If payment is based on a surveyor's determination of in-place ground material at the TDSRS, the Entities shall hire a surveyor to determine the quantity. If payment is based on the ground material in outgoing trucks, the Entities shall designate personnel to review and determine the billable cubic yardage. The Contractor may also provide personnel for the same purpose. In the event of a discrepancy, cubic yardage will be measured by both parties to determine the payment quantity.
- 2.3.2.8 Any ground material remaining on site at the end of the processing shall be surveyed by the Entities to determine the total billable cubic yards.
- 2.3.2.9 The Entities may request that the Contractor provide stump grinding services. Prices for grinding stumps should be included in the proposal.

### 2.3.3 **Loading/Transportation Services:**

- 2.3.3.1 The Contractor shall provide all required labor, equipment, materials, supplies, transportation, and mobilization/demobilization necessary to load processed wood chips/vegetative debris or ash, and transporting the same to an Entity designated disposal facility or recycler.
- 2.3.3.2 The Offeror's proposed price should be provided on a **one-way cubic yard per mile basis** and a **one-way ton per mile basis**.

### 2.3.4 **Disposal/Recycling – Processed Debris Vegetative Debris:**

- 2.3.4.1 The Entities are seeking Offerors that will accept ground vegetative debris delivered by the Entities or the disaster Contractor to the Offeror's facility.
- 2.3.4.2 The Entities will be responsible for transporting the ground debris to the Offeror's facility.
- 2.3.4.3 The Offeror's proposed price should be provided on a **cubic yard basis**, indicated as an expense or revenue. Billable cubic yards shall be based on **incoming processed cubic yardage**.
- 2.3.4.4 The Entities shall designate personnel to review and determine the billable cubic yardage in incoming trucks. The Contractor may also provide personnel for the same purpose. In the

event of a discrepancy, cubic yardage will be measured by both parties to determine the payment quantity.

- 2.3.4.5 Offeror's shall indicate in their proposal the screen sizes of processed debris that would be acceptable.

**2.3.5 Disposal – All Other Debris**

- 2.3.5.1 White Goods: During collection of construction demolition debris, the Contractor may expect to encounter white goods for disposal. White goods shall constitute household appliances as defined in FEMA Debris Management Guide, publication 325. The Contractor shall dispose and/or recycle all white goods, including proper disposal and/or recycling of Freon or other refrigerants contained within the white goods.
- 2.3.5.2 All other debris shall be disposed of in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations.
- 2.3.5.3 The Offeror's proposed price shall be provided in units of measure that comply with FEMA reimbursement guidelines or other applicable reimbursement agencies.

**2.4 General Contract Provisions**

- 2.4.1 All buildings, grounds, appurtenances and furnishings shall be protected by the Contractor from damage which might be done or caused by work performed under this contract. Any damage caused directly or indirectly by the Contractor, agents, or suppliers shall be repaired and/or replaced at the expense of the Contractor by methods approved by the Entities to restore the damaged area(s) to its original condition. Such repairs shall be deemed acceptable only after inspection and approval by the Entities. Such repairs shall be completed in a timely manner so that, if eligible, repair costs can be submitted for reimbursement.
- 2.4.2 The Contractor shall place compacted fill dirt in ruts created by equipment, holes created by the removal of hazardous stumps and other areas that pose a hazard to public access upon direction of the Entities. Compaction level shall be as indicated by the Entities. This work shall be incidental and shall be provided at no additional cost to the Entities.
- 2.4.3 Documentation, Inspections and Recovery Process
- 2.4.3.1 All debris shall be subject to inspection by the Entities, to insure compliance with the contract and applicable local, state and federal laws. The Contractor shall, at all times, provide the Entities with access to all work sites and disposal areas. The Contractor shall assist the Entities in preparation of FEMA and State reports for potential reimbursement through the training of Entity employees and the review of documentation prior to submittal. The Contractor shall work closely with the State Division of Emergency Management, FEMA and other applicable State and Federal Agencies to ensure that eligible costs related to debris collection and required data documenting costs appropriately address likely concerns of the reimbursement agencies.
- 2.4.3.2 The Contractor shall provide the following additional services:
- 2.4.3.2.1 Recovery process documentation
  - 2.4.3.2.2 Maintain documentation of recovery process
  - 2.4.3.2.3 Provide written and oral status as requested by the Entities
  - 2.4.3.2.4 Review documentation for accuracy and quantity
  - 2.4.3.2.5 Assist in preparation of claim documentation



- 2.4.4 The Contractor shall comply with all federal, state, and local laws, ordinances, rules, and regulations that in any manner may affect the cost, progress, or performance of the Work. The Contractor shall be responsible for securing all permits from any Town, County, State, Federal or other agencies as may be required to perform the work.
- 2.4.5 **All work shall be performed in accordance with FEMA Debris Management Guide, publication 325 dated April, 1999, to include all associated appendices, and FEMA Disaster-Specific Guidance #17, Eligibility of Stump Removal Costs dated November 30, 2004. Any updates issued to these publications during the contract term shall supersede the previous publications.**
- 2.4.6 The Contractor shall submit an original, itemized invoice indicating the contract rates for all services provided to the Entities. The Contractor shall invoice the Entities within 30 days after completion of the work and its acceptance by the Entities. If so stipulated by the Entities, materials may be furnished by the Entities.
- 2.4.7 The Entities will retain 5% of all invoiced amounts until the work is completed and accepted by the Entities. Final acceptance shall include a walk through of the sites by an Entity and Contractor representative. The Entity will release the retainage upon completion of any punch list items resulting from the walk through.
- 2.4.8 Each Entity shall designate a Contract Administrator, and that person shall be responsible for the interpretation of all project requirements.
- 2.4.9 Although the Entities reserve the right to inspect work in progress, no progress payments will be made. Individual assignments shall be subject to inspection after completion and prior to approval of payment.
- 2.4.10 The Contractor shall not subcontract work or portions of work assigned under the resulting contract without written consent by the Entities. All work performed by any subcontractor shall be coordinated by the Contractor, and the Contractor shall be responsible to the Entities for all work performed by any subcontractor.

## 2.5 **Payment and Performance Bonds**

At the time of a declared emergency event by each Entity, the Contractor shall provide Payment and Performance Bonds in an amount specified by each Entity. Each Entity shall be responsible for payment of premiums for their bonds.

## 3.0 **PROPOSED SCHEDULE OF IMPLEMENTATION**

<u>Date</u>	<u>Schedule of Items</u>
May 8, 2006	Issue Request for Proposals
May 16, 2006	Pre-Proposal Conference 10:00 a.m.
June 1, 2006	Proposals Due Prior to 3:00 p.m.
Week of June 5, 2006	Discussions with Selected Offerors
Week of June 12, 2006	Award Recommendation
June 28, 2006	Award of Contract

## 4.0 **PROPOSALS**

### 4.1. **Submission Requirements**

4.1.1 An **original**, so marked, and **5 copies**, so marked, for a **total of 6 copies** of your proposal document are required. Submit proposals in a sealed, opaque envelope, and put the RFP number, title, due date and time on the outside of the envelope. Offerors are responsible for having their proposal stamped by the Hanover County Purchasing Department staff before the deadline for receipt of proposals. Hanover County will not assume responsibility for reproduction where an insufficient number of copies have been supplied. In any such case, Hanover County will notify the Offeror of the deficiency and request that the appropriate number of copies be delivered within 24 hours. Failure to comply with this or other requirements of this Request for Proposal shall be grounds for rejection of such proposals. Telegraphic or facsimile submission of proposals is not acceptable and any such proposals will not be considered. Nothing herein is intended to exclude any responsible Offeror or in any way restrain or restrict competition. All responsible Offerors are encouraged to submit proposals.

#### 4.1.2 *Use of Information and Documents*

The Entities and their officials, employees and agents will copy and use the response of the Offeror and documents included with the response, for various purposes related to analysis, evaluation, and decision to award a contract. Proposals shall be the property of the Entities. Following award, the Entities may be required to allow inspection and copying of documents, and may also use the Offeror's documents in connection with any resulting contracts with that Offeror. The Offeror is responsible for obtaining any necessary authorizations for all such use of the documents and information, and for assuring that such copying and use is in conformance with laws related to trademarks and copyrights. Any documents or information for which the Offeror has not obtained such authorization, or for which such copying and use is not authorized, shall not be submitted. The undersigned Offeror agrees to indemnify, defend and hold the Entities, their officials, employees and agents harmless from any claims of any nature, including claims arising from trademark or copyright laws, related to use of information and documents submitted with the Offeror's response.

#### 4.1.3 *Submission of Proprietary Information*

Trade secrets or proprietary information submitted by an Offeror in connection with this procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke these protections prior to or upon submission of the data or the materials, and must identify the data or other materials to be protected and state the reason why protection is necessary. [Virginia Code Section 2.2-4342(F)]. **Offerors shall submit, in a separate section of the proposal, any information considered by the Offeror to be trade secrets or proprietary information, shall clearly identify the information as trade secrets or proprietary information and shall state the reason why protection is necessary. Offerors may not declare the entire proposal proprietary nor may they declare proposed pricing to be proprietary.** References may be made within the body of the proposal to proprietary information; however all information contained within the body of the proposal not in the separate section labeled proprietary shall be public information.

4.1.4 **Mandatory provisions of this Request for Proposals are indicated by the inclusion of the words "shall" or "must" to identify the Contractor's obligations.**

#### 4.1.5 *Contract Documents*

Hanover County's proposed contract documents and this Request for Proposals contain terms and conditions the County of Hanover favors and intends to use for the resultant contract. **If the Offeror wishes Hanover County to consider any changes to these documents, such changes must be submitted as part of the Offeror's proposal.** Any Contractor receiving a contract award shall be required to execute a contract in substantial compliance with Hanover County's standard contract, or standard contracts utilized by each Entity, and will be required to furnish all other required contract documents including tax identification or social security number within fifteen days after receipt of notification that the contract is ready for signature; otherwise, the Entities may award the contract to another Offeror.

4.1.6 Proposals having any erasures or corrections must be initialed by the Offeror in ink.

4.1.7 The Entities will not be responsible for any expense incurred by any Offeror in preparing and submitting a proposal.

#### 4.2. Format and Content

4.2.1 The proposal should address the items included in the Scope of Services and in the Criteria for Proposal Evaluation. Proposals should provide straightforward and concise responses to requests for information and descriptions of qualifications and capabilities. Each copy of the proposal should be bound with all documentation in a single volume if practical. Failure to do so will result in a lowered evaluation. Incomplete proposals may be determined nonresponsive.

4.2.2 Offerors should organize their proposals using the following format:

##### 4.2.2.1 *Title Sheet*

Furnish the information requested on the **REQUEST FOR PROPOSALS TITLE PAGES (Pages 1. and 2.)** of this solicitation and include it as the first two pages of your proposal. The name stated on the Title Sheet, page 2. must be the full legal names of the Offeror and the address must be that of the office which will have the responsibility for the services provided. **Offerors shall specify in the introductory cover sheet the section(s) containing trade secrets or proprietary information.**

##### 4.2.2.2 *Offeror's Ability to Respond*

Elaborate on the Offeror's ability to respond to the Entities when services are requested. Provide information on the different types of laborers and equipment available.

##### 4.2.3 *Experience of the Offeror and the Project Team*

Include a brief statement of the Offeror's experience in providing the services stated in the Scope of Services. This statement should include specifics as to experience with disaster recovery services. If subcontractors and special consultants will be used, they should be identified and their qualifications included in the proposal. Include experience of key individuals assigned to this project, emphasizing

their experience in working with similar projects and local governments. List key professional staff to be assigned work under the contract and describe their experience as project team members. Show only experience directly related to their assigned duties under the proposed project. List team members names and titles in the listed project, project title, brief project description, year completed and name, address, and phone number of the client. Include resumes of key personnel and subcontractors.

#### 4.2.4 *References*

Provide a list of clients for whom similar services have been provided and dates when the service was provided. Include client name, address, telephone number, description of type of services performed, and person the Entities may contact.

#### 4.2.5 *Fees for Services*

4.2.5.1 Offerors should provide pricing that is inclusive of all labor, equipment, materials, supplies, transportation and mobilization/demobilization, etc. required to perform the services under the resultant contract. Pricing should be provided in the following format:

4.2.5.1.1 Debris Removal/Collection Services: Price based on incoming cubic yards.

4.2.5.1.2 Processing/Grinding/Air Curtain Incineration Services:

4.2.5.1.2.1 Processing/Grinding pricing should be based on outgoing processed cubic yards and tons. For tub grinding, provide a price for each screen size offered.

4.2.5.1.2.2 Air curtain incineration pricing should be based on incoming cubic yards and tons.

4.2.5.1.3 Combined Services: Offeror's proposing to provide debris removal/collection and processing/grinding services or air curtain incineration should provide one inclusive price per cubic yard and per ton for the combined services based on incoming cubic yards.

4.2.5.1.4 Loading/Transportation Services: Price based on outgoing processed cubic yard and ton per mile.

4.2.5.1.5 Disposal/Recycling – Processed Debris: Price based on incoming processed cubic yards.

4.2.5.1.6 All Other Debris: Pricing shall be provided in units of measure that comply with FEMA reimbursement guidelines or other applicable reimbursement agencies. Also include a full list of equipment rental rates.

4.2.5.2. All pricing shall be in accordance with the FEMA reimbursement guidelines, or other applicable reimbursement agencies.

#### 4.2.6 *Insurance*

4.2.6.1 The proposal should address the insurance coverage of the Offeror. A sample insurance certificate submitted as part of the proposal is the preferred method of indicating coverage. (Original certificates of insurance signed and provided by authorized representatives of the insurers or, at the Entity's request, certified copies of insurance policies evidencing that the required insurance is in effect, shall be provided to the Entity prior to award of the contract, and within seven days of any written request a certificate, and for each year for five years after Final Payment for the Work.)

4.2.6.2 The Contractor shall be required to maintain in force such insurance, in amounts and types acceptable to the Entities, as will protect itself and the Entities from claims which may arise out of or result from the execution of the work, whether such execution be by itself, its employees, agents, subcontractors or by anyone for whose acts any of them may be liable. This coverage should include, at a minimum, Worker's Compensation & Employers' Liability (if required by statute), Commercial General Liability (including premises/operations, independent contractors, products and completed operations, contractual liability and personal injury liability) and Automobile Liability Insurance. All insurance shall be provided by companies authorized to conduct business in the Commonwealth. Insurers should have a rating of "A-", Class VII, or better, in the latest evaluation of A. M. Best Company, or as otherwise approved by the Entities. Applicable insurance policies should be endorsed to provide that the policy is not subject to cancellation, non-renewal or material reduction in coverage until 30 days prior written notice has been given to the Entity. Each Entity and its elected and appointed officials, officers, consultants, agents and employees should be named as additional insureds on the Contractor's Commercial General Liability insurance.

#### 4.2.7 *Other Information*

4.2.7.1 Include other relevant information the Offeror deems necessary to describe its qualifications to provide the services needed to successfully complete work described in the Scope of Services or which the Offeror deems are relevant to its selection.

4.2.7.2 Based on the information provided in this Request for Proposals, the Offeror should identify all materials and services expected from the Entities in addition to general assistance.

## 5. **CRITERIA FOR PROPOSAL EVALUATION**

### 5.1 Offeror

5.1.1 Overall qualifications and experience of the firm, project team and any subcontractors, including previous experience in providing these services.

5.1.2 Information supplied by references.

5.1.3 Contract language and agreements required, including exceptions to the Entity's standard contract form and General Terms and Conditions.

5.1.4 Quality and specificity of proposal response.

### 5.2 Response Capability and Equipment Availability

5.2.1 Offeror's ability to respond when services are requested.

5.2.2 Labor force Offeror has available to perform the required services.

5.2.3 Types and sizes of equipment available to perform the required services.

5.3 Price

Proposed cost of services provided in the format indicated in section 4.2.5.

6.0 **METHOD OF AWARD**

Following evaluation of the written proposals as submitted, selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposals, including price if so stated in the Request for Proposals. Negotiations shall then be conducted with each of the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the Entities shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror or to multiple Offerors should the Entities decide this to be in their best interest. Should the Entities determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror.

7.0 **CONTRACT TERM, RENEWAL, PRICE ESCALATION AND TERMINATION**

7.1 The initial term of this contract shall be five years after date of award, with the option to renew for one additional five year period, upon mutual consent of the parties to the contract.

7.2 **Final negotiated pricing shall remain firm for the first year of the contract.** The Contractor may request price adjustments to the contract rates annually thereafter, to be effective on the anniversary date of award for years two through five. This shall also apply to any subsequent five year renewal terms. Price adjustments shall be negotiated by the Contractor and the Entities at the time of the request, utilizing Table 4. of the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W), U.S. City Average as a guide. Any resulting changes shall be indicated by issuance of a contract addendum by the Entities, executed by both parties.

7.3 The Contractor shall give the Entities written notice of its intention to terminate the contract, **or not to renew the contract**, at least 90 days prior to the proposed termination or renewal date of the Contract. See Paragraph 8.6 of the following General Terms and Conditions for the Entity's termination provisions.

8.0 **GENERAL TERMS AND CONDITIONS**

(References to "Contractor" in this section are to the successful Offeror who enters into a contract with the Entities.)

8.1 Certifications

8.1.1 By submitting its proposal, the Offeror certifies that it has not combined, conspired or agreed to intentionally rig, alter or otherwise manipulate, or cause to be rigged, altered or otherwise manipulated its proposal for the purpose of allocating purchases or sales to or among persons, raising or otherwise fixing the prices of the goods or services, or excluding other persons from dealing with the Entities.

8.1.2 By submitting its proposal, the Offeror certifies that its proposal is made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer or subcontractor in connection with its proposal; and that it has not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised.

8.2 Independent Contractor

The Contractor is an independent contractor and nothing contained in the CONTRACT shall constitute or designate the Contractor or any of its agents or employees as employees of the Entities.

8.3 Rejection and Award of Proposals

The Entities reserve the right to accept or reject any or all proposals, to waive informalities, and to reissue any request for proposals and to award contracts to multiple Offerors if so stated. A Notice of Contract Award for this solicitation shall be posted on a bulletin board outside the Entity's Purchasing Department, or designated location, for a period of at least 10 calendar days. Any contract resulting from this Request for Proposal shall not be exclusive to the successful Contractor unless so stated in the Request for Proposals. The Entities reserve the right to contract with firms not party to the resultant contract for similar work if it determines this to be in its best interest. If this is a cooperative procurement, each entity referenced will award a contract in accordance with its respective independent procurement policies and procedures and as it deems will best serve its interests.

8.4 Withdrawal of Proposals

8.4.1 An Offeror may withdraw its proposal prior to the deadline for submission upon written request and presentation of proper identification.

8.4.2 By submitting a proposal, the Offeror agrees that the proposal will not be withdrawn for a period of 90 days following the due date for proposals.

8.5. Contractor Registration/County or Town Licensure

8.5.1 If required in order to perform any of the work in this Request, the Offeror certifies that the Offeror has the appropriate License or Certificate and classification(s) required to perform the work included in the scope of the proposal documents, prior to submitting the proposal, in accordance with Title 54.1, Chapter 11 of the Code of Virginia and in accordance with the laws, rules and regulations of the Commonwealth of Virginia, Department for Professional and Occupational Regulation, Virginia Board for Contractors in granting the License or Certificate and classifications. If required for the work called for in the Request, the Contractor shall also obtain a License from each Entity's regulating agency.

8.5.2 Foreign corporations transacting business in Virginia are required to have a certificate of authority from the State Corporation Commission prior to signing any contract with the Entities.

8.6. Contract Termination

8.6.1 Unless specified otherwise, any resultant contract may be terminated by the Entities, in whole or in part, whenever the Entities determine that such a termination is in their best interests. Any such termination shall become effective on the date stated in a written notice of termination mailed to the Contractor as provided in the Notification paragraph below. The notice of termination shall state the extent to which performance shall be terminated. The Contractor shall be paid for all goods delivered or services successfully completed prior to the termination date.

8.6.2 If funds are not appropriated for this contract for any Entity's fiscal year, the contract shall terminate automatically, without prior notice, after the last day for which funds were appropriated. Contract termination pursuant to this section shall not be considered a contract default, and the Entities shall

not be liable for future payments or for cancellation or termination charges.

8.7. Ownership of Documents

8.7.1 All finished or unfinished information or materials, documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other materials prepared by or for the Contractor under any resultant contract shall, at the option of the Entities, become the property of the Entities and shall be delivered to and remain the property of the Entities upon completion of the work or termination of the Contract. The Entities shall have the right to use and reproduce the data and reports submitted hereunder, without additional compensation to the Contractor.

8.7.2 Any documents or other materials provided to the Contractor by the Entities shall be returned to the Entities upon delivery of the final products and/or services. Any art work, negatives, proofs, or other materials produced by the Contractor in order to supply the products or services contracted for shall become the property of the Entities and shall be sent to the Entities upon delivery of the final products and/or services unless otherwise requested by the Entities. Failure to deliver the art work, negatives, proofs, or materials shall be cause for withholding any payments due.

8.8. Licenses And Permits

The Contractor shall secure and pay for all permits, governmental fees and licenses necessary for the proper execution and completion of the Contractor's work which are legally required prior to and during the work, including software licenses or other intellectual property permissions, unless otherwise specified by the Entities.

8.9. Royalty And License Fees And Copyright, Trademark And Patent Protection

8.9.1 In submitting its proposal, the Offeror certifies that there has been no violation of copyrights or patent rights in manufacturing, producing, or selling the commodities or services to be ordered as a result of this Request.

8.9.2 Unless specified otherwise in the CONTRACT, the Offeror shall pay all royalty and license fees relating to the items covered by the contract.

8.9.3 In the event any third party shall claim that the manufacture, use and sales of these goods offered hereby constitutes an infringement of any copyright, trademark, or patent, the Offeror shall indemnify and hold harmless the Entities from any cost, expense, damage or loss incurred in any manner by the Entities on account of such alleged infringement.

8.10. Taxes

The Entities are exempt from Federal Excise and State Sales and Use Tax on all tangible personal property purchased or leased by it for its use or consumption. The Contractor shall pay all Town, County, City, State and Federal taxes required by law enacted at the time proposals are received and resulting from the work or traceable thereto, under whatever name levied. Said taxes shall not be added to the contract price between the Entities and the Contractor, as the taxes shall be an obligation of the Contractor and not of the Entities, and the Entities shall be held harmless for same by the Contractor. Exemption certification will be supplied upon request.

8.11. Acceptance of Goods/Services

Goods/services delivered shall remain the property of the Contractor until a physical inspection or actual usage of the goods/services is made and thereafter accepted to the satisfaction of the Entities. The goods/services must comply with the specifications and terms and conditions of the Request and be of the highest quality. In the event the goods/services supplied to the Entities are found to be defective or not to conform to specifications, the Entities reserve the right to cancel the CONTRACT upon written notice to the Contractor and return products to Contractor at the Contractor's expense.



8.12. Contract Changes

Any changes to the CONTRACT must be approved through issuance of a written contract addendum or change order. The Entities will not assume responsibility for the cost of any changes made without issuance of a written contract addendum or change order.

8.13. Payment For Services

Payments to the Contractor shall be made within 30 days after receipt of an approved invoice, with invoices submitted no more often than monthly, unless other payment and/or billing terms are specified in the CONTRACT. Backup documentation for each invoice shall be provided in detail satisfactory to the Entities. The Contractor's records and documentation supporting such invoices shall be made available to the Entities upon reasonable request. The Contractor agrees to retain all records, documents and support materials relevant to the CONTRACT for a period of five years following final payment.

8.14. Damage to Property

The Contractor shall be responsible for damages to property caused directly or indirectly by its actions or omissions in performing its work under the CONTRACT. The Contractor shall repair to proper working order or replace, to the Entity's satisfaction, any property damaged directly or indirectly by its actions or omissions.

8.15. Compliance With All Requirements

The Contractor shall comply with and provide all deliverables in compliance with all applicable federal, State and local laws and regulations.

8.16. Legal Proceedings

Any legal proceedings arising out of or related to this agreement shall be filed by the parties in the General District Court or the Circuit Court of each respective Entity, and any resulting contract shall be governed by the laws of the Commonwealth of Virginia.

8.17. Subcontracting And Assignment Of Work

8.17.1 The Contractor shall not subcontract or assign the CONTRACT, in whole or in part, other than that specifically stated in the CONTRACT, without the express written consent of the Entities. A description of any work the Contractor proposes to subcontract shall be submitted to the Entities for review and approval along with the name and address of the individual, firm, or corporation that is the proposed subcontractor. This submittal shall also include a list of the key personnel that the subcontractor will assign to the project. All work performed by any subcontractor shall be coordinated by the Contractor and the Contractor will be responsible to the Entities for all work performed by any subcontractor or special consultant.

8.17.2 The Entities will, during the term of this Agreement, have the right of reasonable rejection of staff or subcontractors assigned to the project by the Contractor. If the Entities reasonably reject staff or subcontractors, the Contractor must provide replacement staff or subcontractors satisfactory to the Entities in a timely manner and at no additional cost to the Entities. The day-to-day supervision and control of the Contractor's employees shall be solely the responsibility of the Contractor.

8.18. Notification

Any notice required by the Contract shall be effective if given by registered mail, return receipt requested, to

the Contractor in the name and at the address given in its proposal submission; provided that change of address shall be effective if given in accordance with this paragraph. Any notice shall be provided as directed by each Entity. The Contractor agrees to notify the Entities immediately of any change of legal status or of address. Any notice provided in accordance with this paragraph shall be deemed to have been completed five calendar days after the date of mailing.

8.19. Severability

Each paragraph and provision of the resultant contract will be severable from the entire agreement and if any provision is declared invalid, the remaining provisions shall remain in effect.

8.20. Contractual Provisions Included Pursuant to Statutes

8.20.1 *Nondiscrimination and Drug-Free Workplace*

If the resultant CONTRACT exceeds \$10,000, during the performance of the CONTRACT, the Contractor agrees as follows:

8.20.1.1 The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

8.20.1.2 The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.

8.20.1.3 Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

8.20.1.4 The Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a Contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

8.20.1.5 The Contractor will include the provisions of the foregoing paragraphs in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

#### 8.20.2 *Payments To Subcontractors*

Pursuant to Virginia Code Section 2.2-4354, the Contractor agrees that:

8.20.2.1 Should any subcontractor be employed by the Contractor for the provision of any goods or services under this Contract, the Contractor agrees to the following:

8.20.2.1.1 The Contractor shall, within seven days after receipt of any payments from the Entities pursuant to this Contract, either:

8.20.2.1.1.1 Pay the subcontractor for the proportionate share of the total payment received from the Entities attributable to the goods or services provided by the subcontractor; or

8.20.2.1.1.2 Notify the Entities, as applicable, and the subcontractor, in writing, of the intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment. Written notice shall be provided as directed by each Entity.

8.20.2.2 The Contractor shall pay interest to the subcontractor, at the rate of one percent per month on all amounts owed to the subcontractor that remain unpaid after seven days following receipt of payment from the Entities for goods or services provided under this Contract, except for amounts withheld under subparagraph immediately above.

8.20.2.3 The Contractor shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.

8.20.2.4 The Contractor's obligation to pay an interest charge to a subcontractor shall not be an obligation of the Entities.

8.20.2.5 No contract modification shall be allowed for the purpose of providing reimbursement for these interest charges. No cost reimbursement claim shall include any amount for reimbursement of these interest charges.

#### 8.20.3 *Contractual Claims*

Contractual claims, whether for money or other relief, shall be submitted in writing no later than 60 days after final payment; however, written notice of the Contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Any notice or claim shall be delivered as directed by each Entity, and shall include a description of the factual basis for the claim and a statement of the amounts claimed or other relief requested. The County Administrator/Manager or Town Manager shall render a decision on the claim and shall notify the Contractor within 30 days of receipt of the claim. The Contractor may appeal the decision of the County Administrator/Manager or Town Manager to the Entity's governing body by providing written notice to the County Administrator/Manager or Town Manager, within 15 days of the date of the decision. The Entity's governing body shall render a decision on the claim within 60 days of the date of receipt of the appeal notice and such decision shall be final unless the Contractor appeals the decision in accordance with the Virginia Public Procurement Act. Invoices for all services or goods provided by the Contractor shall be delivered to the Entities no later than 30 days following the conclusion of the work or delivery of the goods.

8.20.4 *Ethics in Public Contracting*

8.20.4.1 The provisions contained in Virginia Code Sections 2.2-4367 through 2.2-4370, the Virginia Public Procurement Act, shall be applicable to all contracts solicited or entered into by these Entities. A copy of these provisions may be obtained from the Purchasing Director upon request.

8.20.4.2 The provisions of this section supplement, but do not supersede, other provisions of law including, but not limited to, the State and Local Government Conflict of Interests Act (Title 2.2, Chapter 31 of the Virginia Code), the Virginia Governmental Frauds Act (Title 18.2, Chapter 12, Article 1.1 of the Virginia Code) and prohibitions against bribery and related offenses (Title 18.2, Chapter 10, Articles 2 and 3 of the Virginia Code). The provisions apply notwithstanding the fact that the conduct described may not constitute a violation of the Virginia Conflict of Interests Act.

8.21 Precedence Of Documents

The precedence of documents shall be as follows: the CONTRACT, the Request for Proposals and the Offeror's response to the Request for Proposals.

8.22 Indemnification

To the full extent permitted by law, the Contractor shall indemnify and hold harmless the Entities and its officials, agents and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, architects, attorneys and other professionals and court costs) arising out of or resulting from this CONTRACT, provided that any such claim, damage, loss or expense is caused in whole or in part by any negligent acts, errors or omissions, recklessness or intentionally wrongful conduct of the Contractor, any Subcontractor, any persons or organization directly or indirectly employed by any of them to perform or furnish any of the work, or anyone for whose acts any of them may be liable.

8.23 Audit

8.23.1 The Contractor shall maintain books, records and documents of all costs and data in support of the services provided under the resultant contract for a period of not less than five years after the effective date of final payment or contract termination. During this five year term, the Entities, or its authorized representative, shall have unlimited access to, and the right to audit, the books, records and documents of the Contractor during the Contractor's normal working hours.

8.23.2 There shall be no fees or costs charged to the Entities by the Contractor for any such audit activities.

8.23.3 The Contractor shall include the audit provisions of this section in all subcontracts and contracts of any entity providing goods or services pursuant to this Contract so as to guarantee the Entity's rights to audit any person or entity performing work pursuant to the Contract, all at no additional cost to the Entities. Should the Contractor fail to ensure the Entity's rights under this section, the Contractor shall be liable to the Entities for all reasonable costs and expenses the Entities may incur to obtain an audit or inspection of the records which would have otherwise been available under the provisions of this section.

8.24 Faith-based Organizations

**In compliance with VA Code Section 2.2-4343.1, the Entities do not discriminate against faith-based organizations.**

**ISSUED BY: Kimberly H. Mitchell, CPPB**  
**Purchasing Officer**  
**Phone: (804) 365-6104**  
**Facsimile: (804) 365-6100**  
**Email: [khmitchell@co.hanover.va.us](mailto:khmitchell@co.hanover.va.us)**

**APPENDIX A**  
**SAMPLE FORM CONTRACT**

RFP 06-03xxxx-xxxxKM  
Title of RFP

THIS CONTRACT is entered into \_\_\_\_\_, 2006, by HANOVER COUNTY, VIRGINIA ("the County"), and \_\_\_\_\_, ("the Contractor").

The parties agree that in consideration of the attached fee schedule, the Contractor will perform all services and deliver all goods in accordance with the requirements described in Request for Proposals No. 06-03xxxx-xxxxKM, dated \_\_\_\_\_.

Contract documents, in addition to this CONTRACT and the above referenced Request for Proposals No. 06-03xxxx-xxxxKM, are the Certificate of Insurance and the proposal documents of the Contractor, dated \_\_\_\_\_.

Goods, services, labor and materials shall be provided in accordance with the contract documents. This CONTRACT is the complete agreement between the parties and may not be altered except by written memorandum signed by the parties.

The County agrees to make payment to the Contractor for goods and services provided, as follows: Payments to the Contractor shall be made within 30 days after receipt of an approved invoice for services provided in the previous month.

The signatures and seals of the parties are set out below in acknowledgment of this agreement.

**HANOVER COUNTY, VIRGINIA**

\_\_\_\_\_  
Date

By: \_\_\_\_\_ (SEAL)  
Alan Wright  
Purchasing Director

**NAME OF FIRM**

\_\_\_\_\_  
Date

By: \_\_\_\_\_ (SEAL)  
Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

COMMONWEALTH OF VIRGINIA,  
CITY/COUNTY OF \_\_\_\_\_, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2006, by

\_\_\_\_\_ on behalf of \_\_\_\_\_.

My commission expires: \_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Public

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**Henry District**

**Robert R. Setliff, Vice Chairman**  
**Chickahominy District**

**Timothy E. Ernst**  
**Ashland District**

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**South Anna District**

**Aubrey M. Stanley, Jr.**  
**Beaverdam District**

**Elton J. Wade, Sr.**  
**Cold Harbor District**

**J. T. "Jack" Ward**  
**Mechanicsville District**



Hanover Courthouse

**Hanover County**  
**Purchasing Department**  
**P.O. Box 470**  
**Hanover, VA 23069-0470**  
**(804) 365-6105**  
**(804) 365-6100 (Facsimile)**

**Cecil R. Harris, Jr.**  
**County Administrator**

**Joseph P. Casey**  
**Deputy County Administrator**

**John H. Hodges**  
**Deputy County Administrator**

**Sterling E. Rives, III**  
**County Attorney**

**Alan Wright, CPPB**  
**Purchasing Director**

**Jim Totty, CPPO, C.P.M.**  
**Deputy Purchasing Director**

**Trena A. Low**  
**Kimberly H. Mitchell, CPPB**  
**Linda T. Searles, CPPB**  
**Purchasing Officers**

**May 18, 2006**

**REQUEST FOR PROPOSALS**  
**DISASTER DEBRIS COLLECTION, PROCESSING AND DISPOSAL SERVICES**

**RFP No. 06-030106-1721KM**

**ADDENDUM 1**

**Offerors should reference receipt of this addendum as indicated on page one of the proposal documents.**

1. The Entities are obtaining additional information to clarify our scope of services and unit pricing to be requested. Therefore, the proposal due date has been postponed. We anticipate a delay of 14 to 21 days. Once all information is compiled, another addendum will be issued and a new due date established.
2. The pre-proposal conference attendance sheet is attached.

**ISSUED BY: Kimberly H. Mitchell, CPPB**  
**Purchasing Officer**  
**(804) 365-6104**

PRE-PROPOSAL CONFERENCE  
ATTENDANCE SHEET  
TUESDAY, MAY 16, 2006 10:00 a.m.

DISASTER DEBRIS COLLECTION, PROCESSING & DISPOSAL SERVICES  
RFP. NO. 06-030106-1721KM

COMPANY NAME AND ADDRESS

SIGNATURE

1. Pryor Hauling INC  
4509 Pouncey tract Rd  
Glen Allen Va. 23059

Phone: 804 360-2120

Fax: 804 360-2581

Email: Pryors Hauling @ AOL Com

2. PHILLIPS & JORDAN, INC.  
191 P AND J ROAD  
ROBBINSVILLE, N.C. 28771

Phone: 828-479-3371

Fax: 828-479-3010

Email: tberkhimer@pandj.com

3. Michele Wright <sup>clb</sup> / Simons Hauling Inc  
4510 Oaklegs Lane  
Richmond, VA 23231

Phone: 222-6222

Fax: 222-1430

Email: michele@simonsinc.com

4. Storm Reconstruction Services  
1609 Veterans Memorial Parkway  
TUSCALOOSA, AL 35404

Tony Thomas  
910 367-6719 (cell)

Phone: 866-556-0049

Fax: 205 556-0049

Phone: 205 419-2038

Email: Carol P Crump @ AOL Com  
www.stormreconstruction.com

5. Dewberry  
4180 Invalley Drive  
Glen Allen, VA 23060

Paul mano

Phone: 804-304-4822

Fax: 804-290-7948

Email: pmano@  
dewberry.com



**COMPANY NAME AND ADDRESS**

**SIGNATURE**

6. Grind-All / Crowder - Galt

20701 Hull St. Road

Moseley, VA 23120

*Howard M Turner*

Phone: 804-814-6197

Fax: 804-763-1386

Email: hturner@grindall.net

7. HICO SERVICES, Inc.

P.O. Box 184

Doswell, VA 23047

*Walter J. Thayer*

Phone: (804) 876-3990

Fax: (804) 876-3100

Email:

8. AEROTEK INC

5540 FALMOUTH ST

RICHMOND VA

*J. Bergmann*

Phone: 804-484-3422

Fax: 804-484-3550

Email: JBERGMANN@AEROTEK.COM

9.

Phone:

Fax:

Email:

10.

Phone:

Fax:

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Phone:

Fax:

Email:

**BOARD OF SUPERVISORS**

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*Robert R. Setliff, Vice Chairman  
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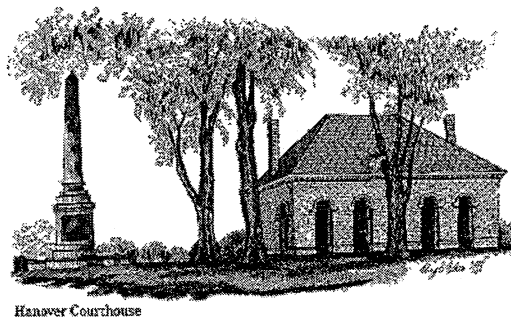
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**Trena A. Low  
Kimberly H. Mitchell, CPPB  
Linda T. Searles, CPPB  
Purchasing Officers**

**June 23, 2006**

**REQUEST FOR PROPOSALS  
DISASTER DEBRIS COLLECTION, PROCESSING AND DISPOSAL SERVICES**

**RFP No. 06-030106-1721KM  
Proposals due June 1, 2006, prior to 3:00 p.m.**

**ADDENDUM 2**

The following clarifications are provided as a result of the pre-proposal conference held on May 16, 2006, and are made part of this Request for Proposals. **Offerors should reference receipt of this addendum as indicated on page one of the proposal documents.**

1. A new proposal due date has been established. ***Proposals are due July 7, 2006, prior to 3:00 p.m., local time prevailing.***
2. Page 3 of 19, Item 1.3.3 – Delete in its entirety.
3. Page 3 of 19, Item 1.4.1 – Delete in its entirety.
4. Page 4 of 19, Item 2.3.1.2 and Item 2.3.1.3 – Debris in these categories should include vegetative debris and construction demolition debris (CDD), as specified by the Entities.
5. Page 4 of 19, Item 2.3.1.4 –
  - a. The Entities are identifying initial TDSRS that may be utilized as indicated in **APPENDIX A**. **The Entities reserve the right to add or delete TDSRS as necessary during a declared emergency event.**
  - b. The Contractor shall be responsible for management of the TDSRS, which shall be included in the unit prices proposed. The Entities may issue task orders for TDSRS set up and closure, which may be billed as indicated in the price schedule included in **APPENDIX B**.
6. Page 4 of 19, Item 2.3.1.5 – Curbside collection of hazardous waste is not required. However, Contractor's shall be responsible for hazardous waste abatement collected at the TDSRS and convenience centers. Offeror's should include in the proposal their methods and itemized pricing to handle this type of waste.

7. Page 4 of 19, Item 2.3.1.6.1 – Change to read as follows:

Stump removal shall be performed in accordance with the FEMA Debris Management Guide, publication 325 dated April, 1999, to include all associated appendices, and FEMA Recovery Policy #RP9523.11 dated May 1, 2006. The Contractor shall be compensated for stump removal at the cubic yard conversion rate in the FEMA guide based on the stump's diameter. Stumps under 24" diameter are considered normal debris. Stumps exceeding 24" shall be documented in accordance with FEMA guidance prior to compensation. The Contractor shall obtain approval of the Entity prior to removal of stumps in excess of 24" diameter.

8. Page 4 of 19, Item 2.3.1.6.2 – Add the following sentence:

Current FEMA guidance does not allow payment for stumps with less than 50% root ball exposure.

9. Page 4 of 19, Add Item 2.3.1.8 – The Contractor shall be responsible for management of white goods/metals.

10. Page 4 of 19, Add Item 2.3.1.9 – The Contractor shall provide load tickets, 5-part form minimum.

11. Page 4 of 19, Item 2.3.2.1 – This section shall also apply to air curtain incineration services.

12. Page 5 of 19, Item 2.3.2.6 – Add the following sentence:

Cubic yard compensation for hand-loaded debris shall be reduced by 50% in accordance with current FEMA guidance.

13. Page 5 of 19, Item 2.3.3 – Loading/Transportation Services. Add Item 2.3.3.3 – The Contractor shall provide load tickets, 5-part form minimum.

14. Page 5 of 19, Item 2.3.3.1 – Upon consent of the Entity, the disposal facility may be designated by the Contractor.

15. Page 6 of 19, Item 2.3.5.1 – The price for disposal of white goods shall be included in the construction demolition debris pricing.

16. Page 7 of 19, Item 2.4.5 – Change to read as follows:

**All work shall be performed in accordance with FEMA Debris Management Guide, publication 325 dated April, 1999, to include all associated appendices, and FEMA Recovery Policy #RP9523.11 dated May 1, 2006. Any updates issued to these publications during the contract term shall supersede the previous publications.**

17. Page 7 of 19, Item 2.4.6 – Change to read as follows:

The Entities reserve the right to inspect work in progress. The Contractor may request monthly payments of completed tasks/assignments. After acceptance of each completed task/assignment by the Entities, the Contractor shall submit an original, itemized invoice indicating the contract rates. Individual tasks/assignments shall be subject to inspection by the Entities after completion and prior to approval of payment. If so stipulated by the Entities, materials may be furnished by the Entities.

18. Page 7 of 19, Item 2.4.7 – In the first sentence, change “work” to “complete project”.

19. Page 7 of 19, Item 2.4.9 – Delete in its entirety.

20. Page 7 of 19, Item 2.5. – Change to read as follows:
- a. Within five days after the initial task order is issued by an Entity, the Contractor shall execute a Performance and Payment Bond in the amount specified by the Entity. The amount specified will be determined based upon the “best available information” estimate of the volume of debris, and the associated costs for removal, reduction and disposal operations.
  - b. The Contractor shall submit a request for payment for the premium cost of the initial Performance and Payment Bond penal sum amounts, with the first invoice submitted for work performed and accepted by each Entity. The Contractor shall be required to increase bond coverage based on a task order change initiated by each Entity.
21. Page 10 of 19, Item 4.2.5.1.1 – Price for this category of debris should be provided based on cubic yards and tons. Cubic yard compensation of hand-loaded debris shall be reduced by 50%.
22. Page 10 of 19, Item 4.2.5.1.5 – Change heading to read: Disposal/Recycling – Processed Vegetative Debris
23. Page 10 of 19, Item 4.2.5.1.6 – Change heading to read: Disposal/Recycling – Construction Demolition Debris: Price based on incoming cubic yards and tons.
24. For evaluation purposes, a pricing schedule is included as **APPENDIX B** for the services required. **This pricing schedule shall be completed by the Offeror and submitted with the proposal response.** The Offeror may submit additional pricing for items they know may be utilized under the resultant contract.

**ISSUED BY: Kimberly H. Mitchell, CPPB**  
**Purchasing Officer**  
**(804) 365-6104**

**APPENDIX A**  
**TDSRS LOCATIONS**

A. Chesterfield County:

1. Clover Hill Athletic Complex, 17901 Genito Road, Moseley, VA 23120
2. Lowes Soccer Complex, 2600 Weir Place, Chester, VA 23831
3. Old Bon Air Landfill, Old Bon Air Road, Richmond, VA 23235 (no physical address – latitude 37.516; longitude 77.571)
4. Old Union Grove Elementary, 19300 Church Road, Petersburg, VA 23803
5. Point of Rocks Park, 201 Enon Church Road, Chester, VA 23831

B. Hanover County:

1. Route 301 Waste Transfer Station, 7301 Courtland Farm Road, Hanover, VA 23069  
Residential Drop – Commercial Drop (primary)
2. Elmont Convenience Center, 11045 Lewistown Road, Ashland, VA 23005  
Residential Drop – Commercial Drop (secondary)
3. Mechanicsville Convenience Center, 7427 Verdi Lane, Mechanicsville, VA 23111  
Residential Drop – Commercial Drop (secondary)
4. Montpelier Convenience Center, 15188 Clazemont Road, Montpelier, VA 23192  
Residential Drop – Commercial Drop (secondary)

C. Henrico County:

1. Springfield Landfill, 10600 Fords Country Lane, Glen Allen, VA 23060. Debris may be hauled to and reduced by chipping or pit burning at this location. Truck scales are available.
2. Charles City Public Use Area, 2075 Charles City Road, Richmond, VA 23231. Debris may be hauled to and reduced by chipping or pit burning at this location. Truck scales are available.

**In the event of a very large amount of material, the following locations may also be used:**

1. Dorey Park, 7200 Dorey Park Drive, Richmond, VA 23231. Debris may be stored temporarily at this location, pending County direction of Contractor to a final location.
2. Deep Run Park, 9910 Ridgefield Parkway, Richmond, VA 23233. Debris may be stored temporarily at this location, pending County direction of Contractor to a final location.

D. Town of Ashland:

1. Department of Public Works Maintenance Yard  
100 Vaughn Road  
Ashland, VA 23005

**APPENDIX B**  
**PRICING SCHEDULE**

All pricing provided shall be in accordance with the FEMA reimbursement guidelines, or other applicable reimbursement agencies.

<b>PART A – VOLUME BASED DISASTER DEBRIS</b>
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	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>UNIT PRICE</u>
1.	Clear travel lanes by pushing debris to shoulder or edge of right-of-way. Haul debris to nearest available open area only when necessary to clear intersections, driveways and other essential facilities. Distance not-to-exceed one mile.	Lane Miles	\$ _____
2.	Pick-up <u>vegetative debris</u> from public/private property or right-of-way and haul to a designated TDSRS or disposal site based on the mileage increments listed below (one-way, straight-line miles).		
a.	0 – 10 miles	Cubic Yard	\$ _____
		Ton	\$ _____
b.	11 – 20 miles	Cubic Yard	\$ _____
		Ton	\$ _____
c.	21 – 30 miles	Cubic Yard	\$ _____
		Ton	\$ _____
3.	Pick-up <u>construction demolition debris</u> (CDD) from public/private property or right-of-way and haul to a designated TDSRS or disposal site based on the mileage increments listed below (one-way, straight-line miles).		
a.	0 – 10 miles	Cubic Yard	\$ _____
		Ton	\$ _____
b.	11 – 20 miles	Cubic Yard	\$ _____
		Ton	\$ _____
c.	21 – 30 miles	Cubic Yard	\$ _____
		Ton	\$ _____

	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>UNIT PRICE</u>
4.	Debris reduction by chipping/grinding:		
a.	Screen size: 2" x 2"	Cubic Yard	\$ _____
		Ton	\$ _____
b.	Screen size: 4" x 4"	Cubic Yard	\$ _____
		Ton	\$ _____
c.	Screen size: 6" x 8"	Cubic Yard	\$ _____
		Ton	\$ _____
d.	Screen size: _____ (specify)	Cubic Yard	\$ _____
		Ton	\$ _____
5.	Debris reduction by air curtain incineration:	Cubic Yard	\$ _____
		Ton	\$ _____

6. Combined Services:  
One inclusive price for both collection and processing services for vegetative debris:

- a. Grinding:

Screen Sizes:      2" x 2"      4" x 4"      6" x 8"      Other: \_\_\_\_\_

	C.Y.	TON	C.Y.	TON	C.Y.	TON	C.Y.	TON
0 – 10 miles								
11 – 20 miles								
21 – 30 miles								

- b. Air Curtain Incineration:

	C.Y.	TON
0 – 10 miles		
11 – 20 miles		
21 – 30 miles		

	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>UNIT PRICE</u>
7.	Loading and hauling of vegetative debris, CDD, or processed vegetative debris (mulch/chips) from TDSRS to Entity designated disposal site (one-way)	Cubic yard/mile	\$ _____
		Ton/mile	\$ _____
8.	Disposal/Recycling of processed vegetative debris (mulch/chips)	Cubic yard	\$ _____
		Ton	\$ _____

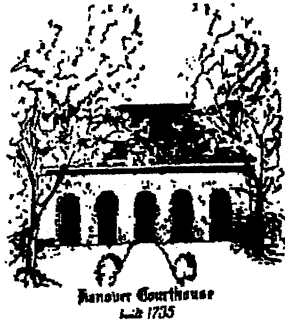
	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>UNIT PRICE</u>
9.	Disposal of CDD	Cubic yard	\$_____
		Ton	\$_____
10.	Hazardous Stumps: Removal, loading, hauling and disposal		
a.	24" to 35.99" diameter	Each	\$_____
b.	36" to 47.99" diameter	Each	\$_____
c.	48" diameter and larger	Each	\$_____
11.	Hazardous Stumps: Grind in place and back fill hole with compacted top soil		
a.	24" to 35.99" diameter	Each	\$_____
b.	36" to 47.99" diameter	Each	\$_____
c.	48" diameter and larger	Each	\$_____
12.	Animal Carcass: Collection, hauling and final disposal	Pound	\$_____



**PART B – DEBRIS MANAGEMENT SITE SET-UP AND CLOSURE**

<b>Equipment Type</b>	<b>Equipment Hourly or Weekly Rate</b>	<b>Labor Hourly or Weekly Rate</b>	<b>Total Weekly Rate</b>	<b>Total Hourly Rate</b>
Air Curtain Pit Burner				
Air Curtain Refractory Incinerator				
Bobcat Loader				
Bucket Truck w/Operator				
Chipper/Mulcher (8" throat)				
Chipper/Mulcher (12" throat)				
Crash Truck w/Impact Attenuator				
Crew Foreman w/Cell Phone and Pickup Truck				
Dozer, Tracked, D5 or similar				
Dozer, Tracked, D6 or similar				
Dozer, Tracked, D7 or similar				
Dozer, Tracked, D8 or similar				
Dump Truck, 18 CY-20 CY				
Dump Truck, 21 CY-30 CY				
Generator and Lighting				
Grader w/12' Blade				
Hydraulic Excavator, 1.5 CY				
Hydraulic Excavator, 2.5 CY				
Knuckleboom Loader				
Laborer w/Chain Saw				
Laborer w/small tools, traffic control, flag person				
Lowboy Trailer w/Tractor				
Log Skidder				
Mobile Crane (Adequate for hanging limbs/leaning trees)				
Operations Manager w/Cell Phone and Pickup				
Pickup Truck, ½ Ton				
Soil Compactor 81 HP+				
Soil Compactor 80 HP				
Soil Compactor, Towed Unit				
Stump Grinder 30" diameter or less				
Stump Grinder greater than 30" diameter				
Traffic Control, Temporary Single Lane Closure				
Tub Grinder, 800 to 1,000 HP				





County of Hanover

Purchasing
IV H2
Agenda Item

APPROVED by Hanover County  
Board of Supervisors

Meeting of 8/23/06 CH  
Cecil R. Harris, Jr.  
County Administrator/Clerk  
to the Board of Supervisors

### Board Meeting: August 23, 2006

Subject: Award of Contract- Term Contract for Disaster Debris Collection, Processing and Disposal Services, Request for Proposals No. 06-30106-1721KM

Summary of  
Agenda Item:

Attached is a copy of the list of contractors that responded to a Term Contract for Disaster Debris Collection, Processing and Disposal Services, Request for Proposals No. 06-30106-1721KM. The service contract provides the overall debris management system following a disaster including vegetative waste, construction/demolition debris and household hazardous waste. The contract will only be utilized during a disaster event, in which case such expense would be expected to exceed \$100,000. It is a five-year contract with a five-year renewal.

This was a cooperative procurement that included the Town of Ashland, Chesterfield County and Henrico County. Nine proposals were received and five firms interviewed, to provide the aforementioned service, with Crowder-Gulf Joint Venture, Inc. and Omni Pinnacle, LLC selected to provide the services. The selection committee was comprised of Steve Chidsey from Hanover County, and representatives from Chesterfield County and Henrico County. The Department of Public Works and the Purchasing Department recommend award to the two aforementioned firms.

County  
Administrator's  
Recommendation:

Award of the contracts for Disaster Debris Collection, Processing and Disposal Services, Request for Proposals No. 06-30106-1721KM to Crowder-Gulf Joint Venture, Inc. and Omni Pinnacle, LLC.

Requested  
Action:

Motion to award the contracts for Disaster Debris Collection, Processing and Disposal Services, Request for Proposals No. 06-30106-1721KM to Crowder-Gulf Joint Venture, Inc. and Omni Pinnacle, LLC.

3etliff  
Ernst

*Disaster Debris Collection, Processing and Disposal Services  
Hanover County, Virginia  
Request for Proposals No. 06-030106-1721KM*

C O N T R A C T

THIS CONTRACT is entered into August 24, 2006 by HANOVER COUNTY, VIRGINIA ("the County"), and OMNI PINNACLE, LLC ("the Contractor").

The parties agree that in consideration of the attached fee schedule, the Contractor will perform all services and deliver all goods in accordance with the requirements described in Request for Proposals No. 06-030106-1721KM, dated May 8, 2006, including Addendum 1 dated May 18, 2006 and Addendum 2 dated June 23, 2006.

Contract documents, in addition to this CONTRACT and the above referenced Request for Proposals No. 06-030106-1721KM are the Payment and Performance Bonds (provided at emergency declaration), Certificate of Insurance and proposal documents of the Contractor dated July 5, 2006.

Goods, services, labor and materials shall be provided in accordance with the contract documents.

The Contractor shall have in force at least the following insurance coverage during the performance of services under this CONTRACT:

- a. Workers' Compensation covering Contractor's employees as required by Virginia law and Employers' Liability with limits as follows:

(1) Each Accident:	\$ 1,000,000.00
(2) Disease – Each Employee:	\$ 1,000,000.00
(3) Disease – Policy Limit:	\$ 1,000,000.00

- b. Commercial General Liability with limits as follows:

(1) General Aggregate:	\$ 2,000,000.00
(2) Products - Comp/Op Aggregate:	\$ 2,000,000.00
(3) Personal & Advertising Injury:	\$ 1,000,000.00
(4) Each Occurrence:	\$ 1,000,000.00
(5) Medical Expense:	\$ 1,000.00 (any one person)
(6) Damage to Rented Premises:	\$ 50,000.00 (each occurrence)

- c. Comprehensive Automobile Liability with limits as follows:

(1) Combined Single Limit:	\$ 1,000,000.00
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- d. Excess/Umbrella Liability with limits as follows:

(1) Each Occurrence and Aggregate:	\$ 5,000,000.00
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The County agrees to make payment to the Contractor for goods and services provided, as follows: Payments shall be made within 30 days of receipt of an approved invoice following completion and acceptance of the work by the County.

This CONTRACT is the complete agreement between the parties and may not be altered except by written memorandum signed by the parties. The signatures and seals of the parties are set out below in acknowledgment of this agreement.

HANOVER COUNTY, VIRGINIA

\_\_\_\_\_  
Date

By: \_\_\_\_\_ (SEAL)

Joseph P. Casey  
Deputy County Administrator

OMNI PINNACLE, LLC

A Louisiana Based Corporation

\_\_\_\_\_  
Date

By: \_\_\_\_\_ (SEAL)

Brian Reine  
Principal

ATTEST:

By: \_\_\_\_\_  
(Secretary or Treasurer)

CORPORATE SEAL:

STATE OF LOUISIANA,  
CITY/COUNTY OF St. Tammany, to-wit:

The foregoing instrument was acknowledged before me this 30<sup>th</sup> day of Aug, 2006, by  
**Brian Reine** on behalf of OMNI PINNACLE, LLC.

My commission expires: with life

Julie C. Flanagan  
Notary Public

Julie C. Flanagan #12204  
Notary Public, St. Tammany Parish  
My Commission is for Life



### FEE SCHEDULE

#### **Disaster Debris Collection, Processing and Disposal Services**

**Request for Proposals No. 06-030106-1721KM**

**Contract Term: September 1, 2006 – August 31, 2011**

**Fee Schedule Effective: September 1, 1006 – August 31, 2007**

Contractor:	OMNI PINNACLE, LLC 130 W. Howze Beach Road Slidell, Louisiana 70458	
FEI#:	30-0305755	
Telephone:	(985) 645-0306	
Facsimile:	(985) 643-4334	
Contact:	Brian Reine	Rob Damaré
Mobile:	(985) 960-3929	(985) 960-2446
Email:	<a href="mailto:Brian@omnipinnacle.com">Brian@omnipinnacle.com</a>	<a href="mailto:Rob@omnipinnacle.com">Rob@omnipinnacle.com</a>

All pricing provided shall be in accordance with the FEMA reimbursement guidelines, or other applicable reimbursement agencies.

#### **PART A – VOLUME BASED DISASTER DEBRIS**

	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>UNIT PRICE</u>
1.	Clear travel lanes by pushing debris to shoulder or edge of right-of-way. Haul debris to nearest available open area only when necessary to clear intersections, driveways and other essential facilities. Distance not-to-exceed one mile.	Lane Miles	\$ 1,500.00
2.	Pick-up <u>vegetative debris</u> from public/private property or right-of-way and haul to a designated TDSRS or disposal site based on the mileage increments listed below (one-way, straight-line miles).		
a.	0 – 10 miles	Cubic Yard	\$ 8.95
		Ton	\$ 96.00
b.	11 – 20 miles	Cubic Yard	\$ 9.65
		Ton	\$ 105.00
c.	21 – 30 miles	Cubic Yard	\$ 11.15
		Ton	\$ 120.00

	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>UNIT PRICE</u>
3.	Pick-up <u>construction demolition debris (CDD)</u> from public/private property or right-of-way and haul to a designated TDSRS or disposal site based on the mileage increments listed below (one-way, straight-line miles).		
a.	0 – 10 miles	Cubic Yard	\$ 8.95
		Ton	\$ 96.00
b.	11 – 20 miles	Cubic Yard	\$ 9.65
		Ton	\$ 105.00
c.	21 – 30 miles	Cubic Yard	\$ 11.15
		Ton	\$ 120.00
4.	Debris reduction by chipping/grinding:		
a.	Screen size: 2" x 2"	Cubic Yard	\$ 10.00
		Ton	\$ 100.00
b.	Screen size: 4" x 4"	Cubic Yard	\$ 7.50
		Ton	\$ 75.00
c.	Screen size: 6" x 8"	Cubic Yard	\$ 7.50
		Ton	\$ 75.00
5.	Debris reduction by air curtain incineration:	Cubic Yard	\$ 2.45
		Ton	\$ 15.00
6.	<u>Combined Services:</u> One inclusive price for <u>both collection and processing services</u> for vegetative debris:		

a. Grinding:

Screen Sizes:      2" x 2"      4" x 4"      6" x 8"

	C.Y.	TON	C.Y.	TON	C.Y.	TON
0 – 10 miles	\$12.50	\$125.00	\$14.00	\$171.00	\$14.00	\$140.00
11 – 20 miles	\$13.00	\$130.00	\$15.00	\$180.00	\$15.00	\$150.00
21 – 30 miles	\$15.00	\$150.00	\$16.00	\$195.00	\$16.00	\$160.00

b. Air Curtain Incineration:

	C.Y.	TON
0 – 10 miles	\$11.80	\$128.00
11 – 20 miles	\$12.50	\$137.00
21 – 30 miles	\$14.00	\$152.00

	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>UNIT PRICE</u>
7.	Loading and hauling of vegetative debris, CDD, or processed vegetative debris (mulch/chips) from TDSRS to Entity designated disposal site (one-way)	Cubic yard/mile Ton/mile	\$ 0.15 \$ 0.50
8.	Disposal/Recycling of processed vegetative debris (mulch/chips)	Cubic yard Ton	\$ 1.00 \$ 10.00
9.	Disposal of CDD	Cubic yard Ton	\$ 7.00 \$ 43.00
10.	Hazardous Stumps: Removal, loading, hauling and disposal		
a.	24" to 35.99" diameter	Each	\$ 250.00
b.	36" to 47.99" diameter	Each	\$ 500.00
c.	48" diameter and larger	Each	\$ 550.00
11.	Hazardous Stumps: Grind in place and back fill hole with compacted top soil		
a.	24" to 35.99" diameter	Each	\$ 150.00
b.	36" to 47.99" diameter	Each	\$ 175.00
c.	48" diameter and larger	Each	\$ 200.00
12.	Animal Carcass: Collection, hauling and final disposal	Pound	\$ 0.50
13.	Cost to establish a staging area for household hazardous waste (HHW) within pre-established, active TDSRS. Omni shall have a collection area to segregate and contain the HHW accepted into the site		\$ 5,800.00
14.	Cost to establish new household hazardous waste (HHW) site, to include site preparation (scrapping, leveling/filling, etc.), digging pits/building of containment levees, creating road network, lining all holding areas, all storage containers and/or tanks, inspection towers and security (fences/gates).		\$ 22,500.00



**PART B – DEBRIS MANAGEMENT SITE SET-UP AND CLOSURE**

<b>Equipment Type</b>	<b>Equipment Hourly or Weekly Rate</b>	<b>Labor Hourly or Weekly Rate</b>	<b>Total Weekly Rate</b>	<b>Total Hourly Rate</b>
Air Curtain Pit Burner	\$ 30.00	\$ 20.00	\$ 2,000.00	\$ 50.00
Air Curtain Refractory Incinerator	\$ 98.00	\$ 20.00	\$ 4,720.00	\$ 118.00
Bobcat Loader	\$ 41.00	\$ 20.00	\$ 2,440.00	\$ 61.00
Bucket Truck w/Operator	\$ 90.00	\$ 30.00	\$ 4,800.00	\$ 120.00
Chipper/Mulcher (8" throat)	\$ 30.00	\$ 20.00	\$ 2,000.00	\$ 50.00
Chipper/Mulcher (12" throat)	\$ 40.00	\$ 20.00	\$ 2,400.00	\$ 60.00
Crash Truck w/Impact Attenuator	\$ 40.00	\$ 20.00	\$ 2,400.00	\$ 60.00
Crew Foreman w/Cell Phone and Pickup Truck	\$ 30.00	\$ 40.00	\$ 2,800.00	\$ 70.00
Dozer, Tracked, D5 or similar	\$ 75.00	\$ 25.00	\$ 4,000.00	\$ 100.00
Dozer, Tracked, D6 or similar	\$ 86.00	\$ 25.00	\$ 4,440.00	\$ 111.00
Dozer, Tracked, D7 or similar	\$ 106.00	\$ 25.00	\$ 5,240.00	\$ 131.00
Dozer, Tracked, D8 or similar	\$ 135.00	\$ 25.00	\$ 6,400.00	\$ 160.00
Dump Truck, 18 CY-20 CY	\$ 60.00	\$ 20.00	\$ 3,200.00	\$ 80.00
Dump Truck, 21 CY-30 CY	\$ 69.00	\$ 20.00	\$ 3,560.00	\$ 89.00
Generator and Lighting	\$ 24.00	N/A	\$ 960.00	\$ 24.00
Grader w/12' Blade	\$ 65.00	\$ 30.00	\$ 3,800.00	\$ 95.00
Hydraulic Excavator, 1.5 CY	\$ 71.00	\$ 25.00	\$ 2,760.00	\$ 96.00
Hydraulic Excavator, 2.5 CY	\$ 95.00	\$ 25.00	\$ 4,800.00	\$ 120.00
Knuckleboom Loader	\$ 87.00	\$ 25.00	\$ 4,480.00	\$ 112.00
Laborer w/Chain Saw	\$ 5.00	\$ 30.00	\$ 1,400.00	\$ 35.00
Laborer w/small tools, traffic control, flag person	\$ 10.00	\$ 30.00	\$ 1,600.00	\$ 40.00
Lowboy Trailer w/Tractor	\$ 70.00	\$ 25.00	\$ 3,800.00	\$ 95.00
Log Skidder	\$ 70.00	\$ 25.00	\$ 3,800.00	\$ 95.00
Mobile Crane (Adequate for hanging limbs/leaning trees)	\$ 70.00	\$ 20.00	\$ 3,600.00	\$ 90.00
Operations Manager w/Cell Phone and Pickup	\$ 30.00	\$ 50.00	\$ 3,200.00	\$ 80.00
Pickup Truck, ½ Ton	\$ 14.00	N/A	\$ 560.00	\$ 14.00
Soil Compactor 81 HP+	\$ 60.00	\$ 20.00	\$ 3,200.00	\$ 80.00
Soil Compactor 80 HP	\$ 60.00	\$ 20.00	\$ 3,200.00	\$ 80.00
Soil Compactor, Towed Unit	\$ 40.00	N/A	\$ 1,600.00	\$ 40.00
Stump Grinder 30" diameter or less	\$ 60.00	\$ 20.00	\$ 3,200.00	\$ 80.00
Stump Grinder greater than 30" diameter	\$ 80.00	\$ 20.00	\$ 4,000.00	\$ 100.00
Traffic Control, Temporary Single Lane Closure	\$ 150.00	N/A	\$ 6,000.00	\$ 150.00

<b>Equipment Type</b>	<b>Equipment Hourly or Weekly Rate</b>	<b>Labor Hourly or Weekly Rate</b>	<b>Total Weekly Rate</b>	<b>Total Hourly Rate</b>
Tub Grinder	\$ 480.00	\$ 40.00	\$ 20,800.00	\$ 520.00
Waste Collection Rear Loader Truck	\$ 125.00	\$ 45.00	\$ 6,800.00	\$ 170.00
Water Truck	\$ 40.00	\$ 20.00	\$ 2,400.00	\$ 60.00
Wheel Loader, 2.5 CY, 950 or similar	\$ 70.00	\$ 20.00	\$ 3,600.00	\$ 90.00
Wheel Loader, 3.5 – 4.0 CY, 966 or similar	\$ 80.00	\$ 20.00	\$ 4,000.00	\$ 100.00
Wheel Loader, 4.5 CY, 980 or similar	\$ 90.00	\$ 30.00	\$ 4,800.00	\$ 120.00
Wheel Loader-Backhoe, 1.0 – 1.5 CY	\$ 45.00	\$ 20.00	\$ 2,600.00	\$ 65.00
Weighing Scales, Truck, Portable and Certified	\$ 45.00	\$ 30.00	\$ 3,000.00	\$ 75.00

**Part B unit prices for equipment such as: air curtain burners/incinerators, chippers/mulchers and tub grinders do not apply to debris management site operations, which are included in Part A.**

**APPENDIX M**  
**DEBRIS COLLECTION/CONTRACT #2**  
**Hanover County**

*Disaster Debris Collection, Processing and Disposal Services  
Hanover County, Virginia  
Request for Proposals No. 06-030106-1721KM*

C O N T R A C T

THIS CONTRACT is entered into August 24, 2006 by HANOVER COUNTY, VIRGINIA ("the County"), and CROWDER-GULF JOINT VENTURE, INC. ("the Contractor").

The parties agree that in consideration of the attached fee schedule, the Contractor will perform all services and deliver all goods in accordance with the requirements described in Request for Proposals No. 06-030106-1721KM, dated May 8, 2006, including Addendum 1 dated May 18, 2006 and Addendum 2 dated June 23, 2006.

Contract documents, in addition to this CONTRACT and the above referenced Request for Proposals No. 06-030106-1721KM are the Payment and Performance Bonds (provided at emergency declaration), Certificate of Insurance and proposal documents of the Contractor dated May 31, 2006.

Goods, services, labor and materials shall be provided in accordance with the contract documents.

The Contractor shall have in force at least the following insurance coverage during the performance of services under this CONTRACT:

- a. Workers' Compensation covering Contractor's employees as required by Virginia law and Employers' Liability with limits as follows:

(1) Each Accident:	\$ 1,000,000.00
(2) Disease – Each Employee:	\$ 1,000,000.00
(3) Disease – Policy Limit:	\$ 1,000,000.00
(4) Maritime Employers Liability:	\$ 1,000,000.00

- b. Commercial General Liability with limits as follows:

(1) General Aggregate:	\$ unlimited
(2) Products - Comp/Op Aggregate:	\$ 3,000,000.00
(3) Personal & Advertising Injury:	\$ 1,000,000.00
(4) Each Occurrence:	\$ 1,000,000.00
(5) Medical Expense (any one person):	\$ 5,000.00
(6) Fire Damage (any one fire):	\$ 50,000.00

- c. Comprehensive Automobile Liability with limits as follows:

(1) Combined Single Limit:	\$ 1,000,000.00
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- d. Excess/Umbrella Liability with limits as follows:

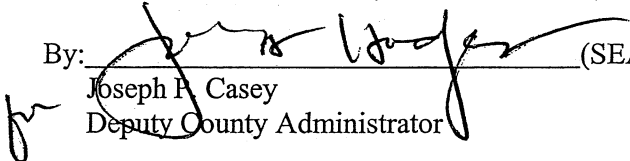
(1) Each Occurrence and Aggregate:	\$ 5,000,000.00
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The County agrees to make payment to the Contractor for goods and services provided, as follows: Payments shall be made within 30 days of receipt of an approved invoice following completion and acceptance of the work by the County.

This CONTRACT is the complete agreement between the parties and may not be altered except by written memorandum signed by the parties. The signatures and seals of the parties are set out below in acknowledgment of this agreement.

**HANOVER COUNTY, VIRGINIA**

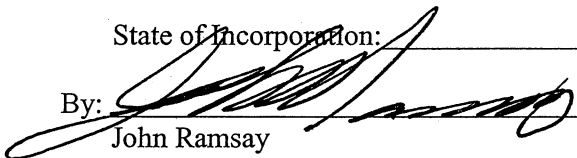
\_\_\_\_\_  
Date

By:  (SEAL)  
Joseph P. Casey  
Deputy County Administrator

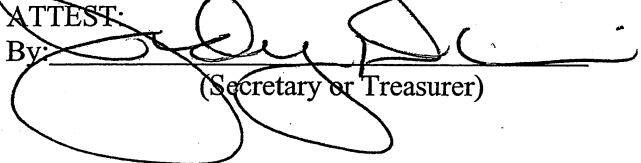
**CROWDER-GULF JOINT VENTURE, INC.**

State of Incorporation: \_\_\_\_\_

\_\_\_\_\_  
Date

By:  (SEAL)  
John Ramsay  
President

ATTEST:

By:   
(Secretary or Treasurer)

CORPORATE SEAL:

STATE OF ALABAMA,  
CITY/COUNTY OF Mobile, to-wit:

The foregoing instrument was acknowledged before me this 28<sup>th</sup> day of August, 2006, by  
**John Ramsay** on behalf of CROWDER-GULF JOINT VENTURE, INC.

My commission expires:

MY COMMISSION EXPIRES JAN. 23, 2008

  
Notary Public

### FEE SCHEDULE

#### **Disaster Debris Collection, Processing and Disposal Services**

**Request for Proposals No. 06-030106-1721KM**

**Contract Term: September 1, 2006 – August 31, 2011**

**Fee Schedule Effective: September 1, 2006 – August 31, 2007**

Contractor: CROWDER-GULF JOINT VENTURE, INC.  
5535 Business Parkway  
Theodore, Alabama 36582

FEI#: 01-0626019

Telephone: (800) 992-6207

Facsimile: (251) 654-0470

Contact:	John Ramsay (primary)	Bud Rich (secondary)
Mobile:	(251) 402-3677	(850) 566-4498
Email:	<a href="mailto:jramsay@crowdergulf.com">jramsay@crowdergulf.com</a>	<a href="mailto:budrich@hotmail.com">budrich@hotmail.com</a>

All pricing provided shall be in accordance with the FEMA reimbursement guidelines, or other applicable reimbursement agencies.

### **PART A – VOLUME BASED DISASTER DEBRIS**

	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>UNIT PRICE</u>
1.	Clear travel lanes by pushing debris to shoulder or edge of right-of-way. Haul debris to nearest available open area only when necessary to clear intersections, driveways and other essential facilities. Distance not-to-exceed one mile.	Lane Miles	\$ 2,400.00
2.	Pick-up <u>vegetative debris</u> from public/private property or right-of-way and haul to a designated TDSRS or disposal site based on the mileage increments listed below (one-way, straight-line miles).		
a.	0 – 10 miles	Cubic Yard	\$ 9.00
		Ton	\$ 118.00
b.	11 – 20 miles	Cubic Yard	\$ 10.00
		Ton	\$ 132.00
c.	21 – 30 miles	Cubic Yard	\$ 11.00
		Ton	\$ 144.00

	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>UNIT PRICE</u>
3.	Pick-up <u>construction demolition debris (CDD)</u> from public/private property or right-of-way and haul to a designated TDSRS or disposal site based on the mileage increments listed below (one-way, straight-line miles).		
a.	0 – 10 miles	Cubic Yard	\$ 9.00
		Ton	\$ 118.00
b.	11 – 20 miles	Cubic Yard	\$ 11.00
		Ton	\$ 144.00
c.	21 – 30 miles	Cubic Yard	\$ 12.00
		Ton	\$ 154.00
4.	Debris reduction by chipping/grinding:		
a.	Screen size: 2" x 2"	Cubic Yard	\$ 13.75
		Ton	\$ 55.00
b.	Screen size: 4" x 4"	Cubic Yard	\$ 11.00
		Ton	\$ 44.00
c.	Screen size: 6" x 8"	Cubic Yard	\$ 11.00
		Ton	\$ 42.00
5.	Debris reduction by air curtain incineration:	Cubic Yard	\$ 2.25
		Ton	\$ 29.00
6.	<u>Combined Services:</u> One inclusive price for <u>both collection and processing services</u> for vegetative debris:		

a. Grinding:

Screen Sizes:	2" x 2"		4" x 4"		6" x 8"	
	C.Y.	TON	C.Y.	TON	C.Y.	TON
0 – 10 miles	\$14.25	\$185.00	\$13.40	\$150.00	\$12.50	\$160.00
11 – 20 miles	\$15.25	\$198.00	\$14.40	\$175.00	\$13.50	\$175.00
21 – 30 miles	\$16.25	\$210.00	\$15.40	\$180.00	\$14.50	\$185.00

b. Air Curtain Incineration:

	C.Y.	TON
0 – 10 miles	\$11.25	\$132.00
11 – 20 miles	\$12.25	\$147.00
21 – 30 miles	\$13.25	\$155.00

	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>UNIT PRICE</u>
7.	Loading and hauling of vegetative debris, CDD, or processed vegetative debris (mulch/chips) from TDSRS to Entity designated disposal site (one-way)	Cubic yard/mile Ton/mile	\$ 0.09 \$ 0.38
8.	Disposal/Recycling of processed vegetative debris (mulch/chips)	Cubic yard Ton	\$ 4.00 \$ 20.00
9.	Disposal of CDD	Price not provided at this time. At the time of a declared event, Contractor will negotiate price with local landfills.	
10.	Hazardous Stumps: Removal, loading, hauling and disposal		
a.	24" to 35.99" diameter	Each	\$ 300.00
b.	36" to 47.99" diameter	Each	\$ 500.00
c.	48" diameter and larger	Each	\$ 700.00
11.	Hazardous Stumps: Grind in place and back fill hole with compacted top soil		
a.	24" to 35.99" diameter	Each	\$ 190.00
b.	36" to 47.99" diameter	Each	\$ 265.00
c.	48" diameter and larger	Each	\$ 350.00
12.	Animal Carcass: Collection, hauling and final disposal	Pound	\$ 1.00
13.	Cost to establish a staging area for household hazardous Waste (HHW)		\$ 5,000.00



**PART B – DEBRIS MANAGEMENT SITE SET-UP AND CLOSURE**

<b>Equipment Type</b>	<b>Labor &amp; Equipment Hourly Rate</b>
Air Curtain Pit Burner	\$ 52.00
Air Curtain Refractory Incinerator	\$ 82.00
Bobcat Loader	\$ 60.00
Bucket Truck w/Operator	\$ 135.00
Chipper/Mulcher (8" throat)	\$ 38.00
Chipper/Mulcher (12" throat)	\$ 48.00
Crash Truck w/Impact Attenuator	\$ 90.00
Crew Foreman w/Cell Phone and Pickup Truck	\$ 48.00
Dozer, Tracked, D5 or similar	\$ 125.00
Dozer, Tracked, D6 or similar	\$ 135.00
Dozer, Tracked, D7 or similar	\$ 150.00
Dozer, Tracked, D8 or similar	\$ 170.00
Dump Truck, 18 CY-20 CY	\$ 63.00
Dump Truck, 21 CY-30 CY	\$ 72.00
Generator and Lighting	\$ 15.00
Grader w/12' Blade	\$ 120.00
Hydraulic Excavator, 1.5 CY	\$ 110.00
Hydraulic Excavator, 2.5 CY	\$ 130.00
Knuckleboom Loader	\$ 135.00
Laborer w/Chain Saw	\$ 32.00
Laborer w/small tools, traffic control, flag person	\$ 28.00
Lowboy Trailer w/Tractor	\$ 90.00
Log Skidder	\$ 120.00
Mobile Crane (Adequate for hanging limbs/leaning trees)	\$ 250.00
Operations Manager w/Cell Phone and Pickup	\$ 60.00
Pickup Truck, ½ Ton	\$ 14.00
Soil Compactor 81 HP+	\$ 50.00
Soil Compactor 80 HP	\$ 70.00
Soil Compactor, Towed Unit	\$ 52.00
Stump Grinder 30" diameter or less	\$ 65.00
Stump Grinder greater than 30" diameter	\$ 80.00
Traffic Control, Temporary Single Lane Closure	\$ 185.00
Tub Grinder, 800 to 1,000 HP	\$ 500.00
Waste Collection Rear Loader Truck	\$ 160.00
Water Truck	\$ 70.00

Equipment Type	Labor & Equipment Hourly Rate
Wheel Loader, 2.5 CY, 950 or similar	\$ 120.00
Wheel Loader, 3.5 – 4.0 CY, 966 or similar	\$ 130.00
Wheel Loader, 4.5 CY, 980 or similar	\$ 156.00
Wheel Loader-Backhoe, 1.0 – 1.5 CY	\$ 60.00
Weighing Scales, Truck, Portable and Certified	\$ 75.00

1. Part B unit prices for equipment such as: air curtain burners/incinerators, chippers/mulchers and tub grinders do not apply to debris management site operations, which are included in Part A.
2. Part B unit prices for Traffic Control do not apply to debris collection and removal operations from County property and County ROW (right-of-way), which are included in Part A.

#### ADDITIONAL EQUIPMENT

Equipment Description	Unit	Unit Price
Extend-a-boom Forklift with debris grapple	Hour	\$ 95.00
Farm Tractor, 30 – 50 HP with box blade or rake	Hour	\$ 60.00
Articulated Loader with bucket, 2 – 2.5 CY	Hour	\$ 130.00
Articulated Loader with bucket, 3 – 4 CY	Hour	\$ 150.00
Dozer, CAT D4	Hour	\$ 80.00
Trackhoe with debris grapple, JD 690	Hour	\$ 130.00
Trackhoe with bucket & thumb, JD690	Hour	\$ 125.00
Trackhoe, Rubber Tired with debris grapple	Hour	\$ 125.00
Trackhoe, CAT 320 or equivalent with hydraulic tree & brush cutter head	Hour	\$ 250.00
Scraper, Self-Loader CAT 623 or equivalent	Hour	\$ 195.00
Debris Chipper, hand fed	Hour	\$ 50.00
Loader, Rubber Tired with heavy duty tree & brush cutter	Hour	\$ 300.00
Tub Grinder, 300 – 400	Hour	\$ 350.00
Crane, 30 ton	Hour	\$ 150.00
Crane, 50 ton	Hour	\$ 200.00
Crane, 100 ton (8 hour minimum)	Hour	\$ 275.00
Service Truck	Hour	\$ 60.00
Portable Light Plant	Hour	\$ 25.00
Fuel Tanker, 8,000 gallon	Hour	\$ 70.00
Dump Truck, Self-Loading with knuckleboom and debris grapple	Hour	\$ 150.00
Dump Truck, Single Axle, 5 – 12 CY	Hour	\$ 45.00
Dump Truck Trailer, 24 – 40 CY	Hour	\$ 72.00
Dump Truck Trailer, 41 – 60 CY	Hour	\$ 90.00
Dump Truck Trailer, 61 – 80 CY	Hour	\$ 110.00
Power Screen	Hour	\$ 160.00
Conveyor, Stacking	Hour	\$ 35.00
Trucks, Off Road	Hour	\$ 150.00
Superintendent with truck, phone and radio	Hour	\$ 54.00

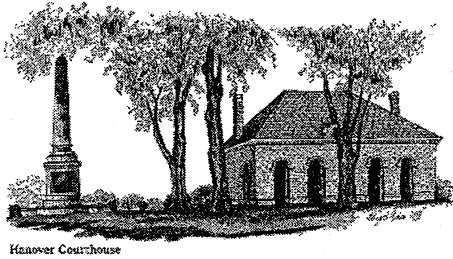
Equipment Description	Unit	Unit Price
Safety/Quality Control Inspector with vehicle, phone and radio	Hour	\$ 50.00
Inspector with vehicle, phone and radio	Hour	\$ 32.00
Climber with gear	Hour	\$ 90.00
FEMA Public Assistance Manager	Hour	\$ 130.00
FEMA Documentation Clerk	Hour	\$ 50.00
Timekeeper	Hour	\$ 35.00
Haz Mat Professional	Hour	\$ 180.00
Household Haz Mat Inspection & Removal Crew	Hour	\$ 110.00
Fill Dirt for stump holes – purchased, placed and shaped	CY	\$ 40.00
Generators from 10KW – 300KW		Cost + 20%

1. The equipment, labor and material rates shown above are for tasks requested by the County which are not covered in the rates (per cubic yard/ton) for normal debris removal and reduction.
2. Pricing includes operator, fuel and maintenance. Depending on the severity of the disaster, some or all of the above equipment will be required. Crowder-Gulf will ensure that sufficient numbers of each type of listed equipment is available to meet the needs for a particular disaster.
3. The listed equipment should cover all possible equipment needs following a disaster. Crowder-Gulf has access and contacts for any other equipment that might be required, and will negotiate a rate with the County if the need arises.

**APPENDIX N**

**DEBRIS MONITORING CONTRACT**

**Hanover County**



# REQUEST FOR PROPOSALS TITLE PAGE

## Hanover County, Virginia Purchasing Department

Proposal Title: **PROFESSIONAL EMERGENCY DEBRIS MANAGEMENT SERVICES**

This is Hanover County's Request for Proposals No. 06-030108-1749KM, issued July 10, 2006. Direct requests for information to: Kimberly H. Mitchell, Purchasing Officer; Phone: 804-365-6104; Fax: 804-365-6100; email: [khmitchell@co.hanover.va.us](mailto:khmitchell@co.hanover.va.us). **Sealed proposals will be accepted prior to 3:00 p.m., local time prevailing, August 1, 2006.** Proposals received after the stated due date and time shall not be considered.

No Pre-proposal Conference will be held for this procurement. **All questions/requests for information shall be submitted in writing, addressed to:** County of Hanover, Purchasing Department, ATTN: RFP 1749KM, P. O. Box 470, Hanover, VA 23069-0470 and to be assured consideration, must be received prior to 4:30 p.m., local time prevailing, July 18, 2006. Questions may also be submitted by fax to 804-365-6100, or email to [khmitchell@co.hanover.va.us](mailto:khmitchell@co.hanover.va.us). After reviewing any questions/requests submitted, the County will issue an addendum to respond to items it deems necessary. Changes to this Request for Proposals will be made only by written addendum issued by the County Purchasing Department.

Submit Proposals: **BY MAIL TO:**

County of Hanover, Purchasing Dept., Room 205, P. O. Box 470, Hanover, VA 23069-0470

**BY HAND DELIVERY OR EXPRESS CARRIER TO:**

County of Hanover, Purchasing Dept., Room 205, 7497 County Complex Road, Hanover, VA 23069

Offerors shall ascertain prior to submitting a response that all Addenda issued have been received and shall **acknowledge receipt and inclusion of all Addenda here:**

Addendum No. \_\_\_\_ Date: \_\_\_\_\_ Addendum No. \_\_\_\_ Date: \_\_\_\_\_ Addendum No. \_\_\_\_ Date: \_\_\_\_\_

**Information the Offeror deems Proprietary is to be included in the proposal in the separate section of the proposal identified on the line below. See Submission Requirements in this RFP for additional information.**

**All proposed exceptions to this Request for Proposals, and any proposed changes to the contract documents or terms and conditions, are to be included in the proposal response in the separate section of the response identified on the line below. See Submission Requirements in this RFP for additional information.**

In compliance with this Request for Proposals and all the conditions imposed therein, the undersigned offers and agrees to furnish the goods/services in accordance with the attached proposal or as mutually agreed upon by subsequent negotiations. By my signature below, I certify that I am authorized to bind the Offeror in any and all negotiations and/or contractual matters relating to this Request for Proposals. Sign in ink and type or print requested information.

My signature certifies that this firm or individual has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the County of Hanover, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or person that could be considered as a conflict of interest or a potential conflict of interest to the County of Hanover, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the County of Hanover.

**INCLUDE PAGES 1 AND 2 OF THIS RFP AS THE FIRST 2 PAGES OF YOUR PROPOSAL RESPONSE**

**THIS PROPOSAL RESPONSE IS SUBMITTED BY:**

Full Legal Name of Offeror: \_\_\_\_\_

Mailing Address:

Remittance Address (If Different):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Federal Identification Number: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_

Typed/Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

(Person signing must be authorized to bind  
the Offeror in contractual matters)

**INDICATE THE TYPE OF BUSINESS:**

\_\_\_\_\_ Individual Trading in Own Name

\_\_\_\_\_ Partnership

\_\_\_\_\_ Individual Trading Under Trade Name  
(Individual and Trade Name must be listed above  
as "legal name")

\_\_\_\_\_ Corporation

**CORPORATE SEAL:**

## **1.0 GENERAL INFORMATION**

- 1.1 The County is soliciting proposals from qualified Offerors to provide professional staff to perform emergency debris management services for the County. Services shall be compensated on an hourly rate basis for labor, plus mileage. The County reserves the right to extend the contract to all County departments, agencies and schools at the contract prices.
- 1.2 Services shall be performed on an “as needed” basis. No specific amount of work is guaranteed to the Contractor(s) under the resulting contract. All work shall be performed under direct supervision of the County.
- 1.3 The County may award multiple contracts based on a firm’s qualifications, experience and staff availability.

## **2.0 HANOVER COUNTY DEBRIS MANAGEMENT PLAN – GENERAL OVERVIEW**

- 2.1 The institutions of Hanover County, along with the natural and built environment, present opportunities for natural and technological disasters. The County Administration is responsible for planning and emergency preparedness, response and recovery, and mitigation activities. The County coordinates with the Virginia Department of Emergency Management (VDEM) in responding to disasters, emergencies, severe weather conditions and other catastrophic events.
- 2.2 The County subscribes to the guidance developed by VDEM, and the County Emergency Operations Plan (EOP) developed by the County Fire EMS Department. The EOP establishes responsibilities for each County government agency and sets forth lines of authority and organizational relationships that are essential for the protection of the public. The EOP also establishes concepts and policies under which all elements of the County government will operate during disasters and emergencies by providing for the integration of those resources.

## **3.0 SCOPE OF SERVICES**

- 3.1 Offerors shall include in the Proposal a description of any significant task not listed in the Scope of Services which they know to be necessary either as reimbursable expenses under the Contract or as a service to be contracted for separately by the County.
- 3.2 The County may add to the Scope of Services or make changes in the Scope of Services for services of a similar nature to those specified in the Scope of Services of this Request for Proposals as mutually agreed to, at a price mutually agreed upon. The change must be approved by the Purchasing Director and a Contract Addendum and/or Purchase Change Order issued by the Purchasing Department to confirm any change to the contract.
- 3.3 The scope of services for projects assigned under the resultant contract(s) will vary according to the requirements and needs of the County following an emergency debris event. The Contractor shall be required to respond to such an event within 10 calendar days after notification by the County. Individual scopes will be established for each project assigned. Professional staffing services to serve as debris monitors are desired under the resultant contract.

## **3.4 Offeror/Staff Requirements**

- 3.4.1 The Offeror shall have experience in emergency debris handling and/or waste management services.

- 3.4.2 All staff provided as debris monitors shall provide their own vehicle, cell phone, digital camera, safety equipment and all other ancillary equipment and supplies necessary to perform the work.
- 3.4.3 All staff provided shall obtain and become familiar with all debris removal and disposal contracts for which they are providing oversight.
- 3.4.4 All staff provided shall perform the work in accordance with all applicable federal, state and local laws and regulations.

### 3.5 **Roving Monitors**

- 3.5.1 Roving monitors will be assigned to specific debris control zones, or to a specific Contractor crew, depending upon the distribution of work assignments. Their primary function is to act as the “eyes and ears” for the County to ensure that all contractual requirements, including safety, are properly implemented and enforced.
- 3.5.2 Roving Monitors shall have the authority to monitor Contractor operations and to report any problems to the County. Monitors may request contract compliance; however, they will have no authority to direct Contractor operations or to modify the contracted scope of work.
- 3.5.3 Some of the required duties of the roving monitor shall include, but not be limited to, the following:
  - 3.5.3.1 Assist in measurement of all Contractor trucks and trailers with the Contractor’s representative. Take photographs of all trucks and trailers.
  - 3.5.3.2 Observe all phases of debris loading and transport management operations assigned.
  - 3.5.3.3 Prepare a daily written report of all Contractor activities observed, to include photographs.

### 3.6 **Load Site Monitors**

- 3.6.1 Load site monitors will be stationed at designated Contractor debris loading sites. Their primary function is to verify the eligibility of debris being picked up.
- 3.6.2 Load site monitors will initiate and sign load tickets as verification of debris eligibility, and return a copy to County designated staff at the end of each day.
- 3.6.3 Load site monitors shall prepare a daily written report of all Contractor activities observed, to include any necessary photographs.

### 3.7 **Disposal Site Monitors**

- 3.7.1 Disposal site monitors will be located at both debris management sites and landfill sites as identified by the County throughout the recovery process. Their primary function is to ensure that accurate load quantities are being properly recorded on pre-printed debris load tickets.
- 3.7.2 At each debris management site and landfill disposal site, the Contractor being monitored shall be required to construct and maintain a monitoring tower station for use by the disposal site monitor.
- 3.7.3 The disposal site monitor shall estimate the quantity (in cubic yards) of debris in each truck/trailer entering and exiting the Contractor’s selected temporary debris management site or landfill disposal site. This information shall be recorded on pre-numbered debris load tickets. Accuracy is imperative, since the Contractor will only be compensated based on the data recorded on the debris load tickets.
- 3.7.4 The disposal site monitor shall be responsible for closing out and signing each debris load ticket, and



returning a copy to County designated staff at the end of each day.

- 3.7.5 Load site monitors shall prepare a daily written report of all Contractor activities observed, to include any necessary photographs.

### 3.8 **Daily Written Reports - All Monitors**

- 3.8.1 Daily written reports shall be submitted to County designated staff, outlining the monitor's observations with respect to the following:
  - 3.8.1.1 Is the Contractor using the site properly with respect to layout and environmental considerations?
  - 3.8.1.2 Has the Contractor established lined temporary storage areas for ash, household hazardous wastes and other materials that can contaminate soil and groundwater?
  - 3.8.1.3 Has the Contractor established environmental controls in equipment staging areas, fueling and equipment repair areas to prevent and mitigate spills of petroleum products and hydraulic fluids?
  - 3.8.1.4 Are plastic liners in place under stationary equipment such as generators and mobile lighting plants?
  - 3.8.1.5 Has the Contractor established appropriate rodent control measures?
  - 3.8.1.6 Are burn sites constructed and operating in accordance with the plans and requirements of the contract?
  - 3.8.1.7 Has the Contractor established procedures to mitigate smoke, dust, noise and traffic flow?
- 3.8.2 Monitor's reports shall also include written observations at loading sites and disposal sites. If the monitor observes a problem, they shall notify County designated staff immediately and take photographs of the site.
- 3.8.3 All reports and documents shall become property of the County for such uses as it may determine.

### 4.0 **GENERAL OPERATION OF "AS NEEDED" CONTRACTS**

- 4.1 Services under the resultant contract(s) shall be provided on an "as needed" basis upon requests by the County.
- 4.2 Prior to beginning work on any project, the Contractor(s) may be required to meet with the appropriate County staff to obtain the proposed scope of work, schedule for completion and any other parameters for the project. The Contractor(s) shall evaluate existing conditions, including making site visits and any other activities necessary to properly assess the project.
- 4.3 All monitors shall report to the County for four hours of training, the first day prior to the start of collection contractual operations.

## 5.0 PROPOSED SCHEDULE OF IMPLEMENTATION

<u>Date</u>	<u>Schedule of Items</u>
July 10, 2006	Issue Request for Proposals
July 18, 2006	Requests for Information Due Prior to 4:30 p.m.
August 1, 2006	Proposals Due Prior to 3:00 p.m.
Week of August 7, 2006	Discussions with Selected Offerors
Week of August 14, 2006	Award Recommendation
August 23, 2006	Award of Contract

## 6.0 PROPOSALS

### 6.1 Submission Requirements

6.1.1 An **original**, so marked, and **three copies**, so marked, for a **total of four copies** of your proposal document are required. Submit proposals in a sealed, opaque envelope, and put the RFP number, title, due date and time on the outside of the envelope. Offerors are responsible for having their proposal stamped by Purchasing Department staff before the deadline for receipt of proposals. The County will not assume responsibility for reproduction where an insufficient number of copies have been supplied. In any such case, the County will notify the Offeror of the deficiency and request that the appropriate number of copies be delivered within 24 hours. Failure to comply with this or other requirements of this Request for Proposal shall be grounds for the County to reject such proposals. Telegraphic or facsimile submission of proposals is not acceptable and any such proposals will not be considered. Nothing herein is intended to exclude any responsible Offeror or in any way restrain or restrict competition. All responsible Offerors are encouraged to submit proposals.

### 6.1.2 *Use of Information and Documents*

The County and its officials, employees and agents will copy and use the response of the Offeror and documents included with the response, for various purposes related to analysis, evaluation, and decision to award a contract. Proposals shall be the property of the County. Following award the County may be required to allow inspection and copying of documents, and may also use the Offeror's documents in connection with any resulting contracts with that Offeror. The Offeror is responsible for obtaining any necessary authorizations for all such use of the documents and information, and for assuring that such copying and use is in conformance with laws related to trademarks and copyrights. Any documents or information for which the Offeror has not obtained such authorization, or for which such copying and use is not authorized, shall not be submitted. The undersigned Offeror agrees to indemnify, defend and hold the County, its officials, employees and agents harmless from any claims of any nature, including claims arising from trademark or copyright laws, related to use of information and documents submitted with the Offeror's response.

### 6.1.3 *Submission of Proprietary Information*

Trade secrets or proprietary information submitted by an Offeror in connection with this procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke these protections prior to or upon submission of the data or the materials, and must identify the data or other materials to be protected and state the reason why protection is necessary. [Virginia Code Section 2.2-4342(F)]. **Offerors shall submit, in a separate section of the proposal, any information considered by the Offeror to be trade secrets or proprietary information, shall clearly identify the information as trade secrets or proprietary information and shall state the reason why protection is necessary. Offerors may not declare the entire proposal proprietary nor may they declare proposed pricing to be proprietary.** References may be made within the body of the proposal to proprietary information; however all information contained within the body of the proposal not in the separate section labeled proprietary shall be public information.

### 6.1.4 **Mandatory provisions of this Request for Proposals are indicated by the inclusion of the words "shall" or "must" to identify the Contractor's obligations.**

6.1.5 The County's proposed contract documents and this Request for Proposals contain terms and conditions the County of Hanover favors and intends to use for the resultant contract. **If the Offeror wishes the County to consider any changes to these documents, such changes must be submitted as part of the Offeror's proposal.** Any Contractor receiving a contract award shall be required to execute a contract in substantial compliance with the County's standard contract and will be required to furnish all other required contract documents including tax identification or social security number within fifteen days after receipt of notification that the contract is ready for signature; otherwise, the County may award the contract to another Offeror.

6.1.6 Proposals having any erasures or corrections must be initialed by the Offeror in ink.

6.1.7 The County will not be responsible for any expense incurred by any Offeror in preparing and submitting a proposal.

## 6.2 Format and Content

6.2.1 The proposal should address the items included in the Scope of Services and in the Criteria for Proposal Evaluation. Proposals should provide straightforward and concise responses to requests for information and descriptions of qualifications and capabilities. Each copy of the proposal should be bound with all documentation in a single volume if practical. Failure to do so will result in a lowered evaluation. Incomplete proposals may be determined nonresponsive.

6.2.2 Offerors should organize their proposals using the following format:

### 6.2.2.1 *Title Sheet*

Furnish the information requested on the **REQUEST FOR PROPOSALS TITLE PAGES (Pages 1. and 2.)** of this solicitation and include it as the first two pages of your proposal. The name stated on the Title Sheet, page 2. must be the full legal names of the Offeror and the address must be that of the office which will have the responsibility for the services provided.

**Offerors shall specify in the introductory cover sheet the section(s) containing trade secrets or proprietary information.**

**6.2.2.2 *Project Methodology***

Provide a complete description of the proposed methodology for completion of the scope of services.

**6.2.3 *Project Schedule***

Provide a time line and schedule for completion of the scope of services, highlighting critical points in the process.

**6.2.4 *Experience of the Offeror and the Project Team***

Include a brief statement of the Offeror's experience in providing the services stated in the Scope of Services. This statement should include specifics as to experience with emergency debris handling and/or waste management services. If subcontractors and special consultants will be used, they should be identified and their qualifications included in the proposal. Include experience of key individuals assigned to this project, emphasizing their experience in working with similar projects and local governments. List key professional staff to be assigned work under the contract and describe their experience as project team members. Show only experience directly related to their assigned duties under the proposed project. List team members names and titles in the listed project, project title, brief project description, year completed and name, address, and phone number of the client. Include resumes of key personnel and subcontractors.

**6.2.5 *References***

Provide a list of clients for whom similar services have been provided and dates when the service was provided. Include client name, address, telephone number, description of type of services performed, and person the County may contact.

**6.2.6 *Fees for Services***

Fees for services are to be included in with your proposal response. Fees will be considered in the rankings of Offerors for short listing firms for interviews/discussions and the final rankings of Offerors for award of the contract.

**6.2.7 *Insurance***

6.2.7.1 The proposal should address the insurance coverage of the Offeror. A sample insurance certificate submitted as part of the proposal is the preferred method of indicating coverage. (Original certificates of insurance signed and provided by authorized representatives of the insurers or, at the County's request, certified copies of insurance policies evidencing that the required insurance is in effect, shall be provided to the County Purchasing Department prior to award of the contract, and within seven days of any written request a certificate, and for each year for five years after Final Payment for the Work with respect to products and completed operations liability.)

6.2.7.2 The Contractor shall be required to maintain in force such insurance, in amounts and types acceptable to the County, as will protect itself and the County from claims which may arise out of or result from the execution of the work, whether such execution be by itself, its employees, agents, subcontractors or by anyone for whose acts any of them may be liable. This coverage should include, at a minimum, Worker's Compensation & Employers' Liability

(if required by statute), Commercial General Liability (including premises/operations, independent contractors, products and completed operations, contractual liability and personal injury liability) and Automobile Liability Insurance. All insurance shall be provided by companies authorized to conduct business in the Commonwealth. Insurers should have a rating of "A-", Class VII, or better, in the latest evaluation of A. M. Best Company, or as otherwise approved by the County. Applicable insurance policies should be endorsed to provide that the policy is not subject to cancellation, non-renewal or material reduction in coverage until 30 days prior written notice has been given to the County Purchasing Department. Hanover County, Virginia and its elected and appointed officials, officers, consultants, agents and employees should be named as additional insureds on the Contractor's Commercial General Liability insurance.

#### 6.2.8 *Other Information*

6.2.8.1 Include other relevant information the Offeror deems necessary to describe its qualifications to provide the services needed to successfully complete work described in the Scope of Services or which the Offeror deems are relevant to its selection.

6.2.8.2 Based on the information provided in this Request for Proposals, the Offeror should identify all materials and services expected from the County in addition to general assistance.

### 7. **CRITERIA FOR PROPOSAL EVALUATION**

#### 7.1 Offeror

7.1.1 Overall qualifications and experience of the firm, project team and any subcontractors, including previous experience in providing these services.

7.1.2 Information supplied by references.

7.1.3 Contract language and agreements required, including exceptions to the County's standard contract form and Additional Terms, Conditions and Instructions to Offerors.

7.1.4 Quality and specificity of proposal response.

#### 7.2 Response Capability/Resources

7.2.1 Offeror's ability to respond when services are requested.

7.2.2 Labor force Offeror has available to perform the required services.

#### 7.3 Price

Proposed cost of services. Include hourly rates for the three job classifications specified, as well as any other staff members that the Offeror proposes to utilize for this contract. Mileage will be reimbursed at the prevailing Internal Revenue Service rate.

#### 7.4 Other

Demonstrated knowledge of Federal Emergency Management Agency (FEMA) procedures and reimbursement guidelines.

## **8.0 METHOD OF AWARD**

Following evaluation of the written proposals as submitted, selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposals, including price if so stated in the Request for Proposals. Negotiations shall then be conducted with each of the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the County shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror or to multiple Offerors should the County decide this to be in its best interest. Should the County determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror.

## **9.0 CONTRACT TERM, RENEWAL, PRICE ESCALATION AND TERMINATION**

- 9.1 The initial term of this contract shall be five years from the date of the contract, with the option to renew for one additional five year period, upon mutual consent of the parties to the contract.
- 9.2 **Final negotiated pricing shall remain firm for the first year of the contract.** The Contractor may request price adjustments to the contract rates annually thereafter, to be effective on the anniversary date of award for years two through five. This shall also apply to any subsequent five year renewal terms. Price adjustments shall be negotiated by the Contractor and the County at the time of the request, utilizing Table 4. of the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W), U.S. City Average as a guide. Any resulting changes shall be indicated by issuance of a contract addendum by the County, executed by both parties.
- 9.3 The Contractor shall give the County written notice of its intention to terminate the contract, **or not to renew the contract**, at least 90 days prior to the proposed termination or renewal date of the Contract. See Paragraph 11.6 of the following General Terms and Conditions for the County's termination provisions.

## **10.0 SPECIAL TERMS AND CONDITIONS**

In the event there is a conflict between the Special Terms and Conditions in this section and the Additional Terms, Conditions and Instructions to Offerors contained elsewhere in this solicitation, these Special Terms and Conditions shall apply.

## **11.0 GENERAL TERMS AND CONDITIONS**

(References to "Contractor" in this section are to the successful Offeror who enters into a contract with the County.)

## 11.1 Certifications

11.1.1 By submitting its proposal, the Offeror certifies that it has not combined, conspired or agreed to intentionally rig, alter or otherwise manipulate, or cause to be rigged, altered or otherwise manipulated its proposal for the purpose of allocating purchases or sales to or among persons, raising or otherwise fixing the prices of the goods or services, or excluding other persons from dealing with the County.

11.1.2 By submitting its proposal, the Offeror certifies that its proposal is made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer or subcontractor in connection with its proposal; and that it has not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised.

## 11.2 Independent Contractor

The Contractor is an independent contractor and nothing contained in the CONTRACT shall constitute or designate the Contractor or any of its agents or employees as employees of the County.

## 11.3 Rejection And Award of Proposals

The County reserves the right to accept or reject any or all proposals, to waive informalities, and to reissue any request for proposals and to award contracts to multiple Offerors if so stated. A Notice of Contract Award for this solicitation shall be posted on a bulletin board outside the Purchasing Department for a period of at least 10 calendar days. Any contract resulting from this Request for Proposal shall not be exclusive to the successful Contractor unless so stated in the Request for Proposals. The County reserves the right to contract with firms not party to the resultant contract for similar work if it determines this to be in its best interest. If this is a cooperative procurement, each entity referenced will award a contract in accordance with its respective independent procurement policies and procedures and as it deems will best serve its interests.

## 11.4 Withdrawal of Proposals

11.4.1 An Offeror may withdraw its proposal prior to the deadline for submission upon written request and presentation of proper identification.

11.4.2 By submitting a proposal, the Offeror agrees that the proposal will not be withdrawn for a period of 90 days following the due date for proposals.

## 11.5 Contractor Registration/County Licensure

11.5.1 If required in order to perform any of the work in this Request, the Bidder certifies that the Bidder has the appropriate License or Certificate and classification(s) required to perform the work included in the scope of the bid documents, prior to submitting the bid, in accordance with Title 54.1, Chapter 11 of the Code of Virginia and in accordance with the laws, rules and regulations of the Commonwealth of Virginia, Department for Professional and Occupational Regulation, Virginia Board for Contractors in granting the License or Certificate and classifications. If required for the work called for in the Request, the Contractor shall also obtain a License from the Hanover County Commissioner of Revenue.

11.5.2 Foreign corporations transacting business in Virginia are required to have a certificate of authority from the State Corporation Commission prior to signing any contract with the County.

#### 11.6 Contract Termination

11.6.1 Unless specified otherwise, any resultant contract may be terminated by the County, in whole or in part, whenever the County determines that such a termination is in its best interests. Any such termination shall become effective on the date stated in a written notice of termination mailed to the Contractor as provided in the Notification paragraph below. The notice of termination shall state the extent to which performance shall be terminated. The Contractor shall be paid for all goods delivered or services successfully completed prior to the termination date.

11.6.2 If funds are not appropriated for this contract for any County fiscal year, the contract shall terminate automatically, without prior notice, after the last day for which funds were appropriated. Contract termination pursuant to this section shall not be considered a contract default, and the County shall not be liable for future payments or for cancellation or termination charges.

#### 11.7 Ownership of Documents

11.7.1 All finished or unfinished information or materials, documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other materials prepared by or for the Contractor under any resultant contract shall, at the option of the County, become County property and shall be delivered to and remain the property of the County upon completion of the work or termination of the Contract. The County shall have the right to use and reproduce the data and reports submitted hereunder, without additional compensation to the Contractor.

11.7.2 Any documents or other materials provided to the Contractor by the County shall be returned to the County upon delivery of the final products and/or services. Any art work, negatives, proofs, or other materials produced by the Contractor in order to supply the products or services contracted for shall become the property of the County and shall be sent to the County upon delivery of the final products and/or services unless otherwise requested by the County. Failure to deliver the art work, negatives, proofs, or materials shall be cause for withholding any payments due.

#### 11.8 Licenses And Permits

The Contractor shall secure and pay for all permits, governmental fees and licenses necessary for the proper execution and completion of the Contractor's work which are legally required prior to and during the work, including software licenses or other intellectual property permissions, unless otherwise specified by the County.

#### 11.9 Royalty And License Fees And Copyright, Trademark And Patent Protection

11.9.1 In submitting its proposal, the Offeror certifies that there has been no violation of copyrights or patent rights in manufacturing, producing, or selling the commodities or services to be ordered as a result of this Request.

11.9.2 Unless specified otherwise in the CONTRACT, the Offeror shall pay all royalty and license fees relating to the items covered by the contract.

11.9.3 In the event any third party shall claim that the manufacture, use and sales of these goods offered hereby constitutes an infringement of any copyright, trademark, or patent, the Offeror shall indemnify and hold harmless the County from any cost, expense, damage or loss incurred in any manner by the County on account of such alleged infringement.



#### 11.10 Taxes

The County is exempt from Federal Excise and State Sales and Use Tax on all tangible personal property purchased or leased by it for its use or consumption. The Contractor shall pay all County, City, State and Federal taxes required by law enacted at the time bids are received and resulting from the work or traceable thereto, under whatever name levied. Said taxes shall not be added to the contract price between the County and the Contractor, as the taxes shall be an obligation of the Contractor and not of the County, and the County shall be held harmless for same by the Contractor. Exemption certification will be supplied upon request.

#### 11.11 Acceptance of Goods/Services

Goods/services delivered shall remain the property of the Contractor until a physical inspection or actual usage of the goods/services is made and thereafter accepted to the satisfaction of the County. The goods/services must comply with the specifications and terms and conditions of the Request and be of the highest quality. In the event the goods/services supplied to the County are found to be defective or not to conform to specifications, the County reserves the right to cancel the CONTRACT upon written notice to the Contractor and return products to Contractor at the Contractor's expense.

#### 11.12 Contract Changes

Any changes to the CONTRACT must be approved through issuance of a written contract addendum or change order. The County will not assume responsibility for the cost of any changes made without issuance of a written contract addendum or change order.

#### 11.13 Payment For Services

Payments to the Contractor shall be made within 30 days after receipt of an approved invoice, with invoices submitted no more often than monthly, unless other payment and/or billing terms are specified in the CONTRACT. Backup documentation for each invoice shall be provided in detail satisfactory to the County. The Contractor's records and documentation supporting such invoices shall be made available to the County upon reasonable request. The Contractor agrees to retain all records, documents and support materials relevant to the CONTRACT for a period of five years following final payment.

#### 11.14 Damage to Property

The Contractor shall be responsible for damages to property caused directly or indirectly by its actions or omissions in performing its work under the CONTRACT. The Contractor shall repair to proper working order or replace, to the County's satisfaction, any property damaged directly or indirectly by its actions or omissions.

#### 11.15 Compliance With All Requirements

The Contractor shall comply with and provide all deliverables in compliance with all applicable federal, State and local laws and regulations.

#### 11.16 Legal Proceedings

Any legal proceedings arising out of or related to this agreement shall be filed by the parties in the Hanover County General District Court or the Hanover County Circuit Court and any resulting contract shall be

governed by the laws of the Commonwealth of Virginia.

#### 11.17 Subcontracting And Assignment Of Work

11.17.1 The Contractor shall not subcontract or assign the CONTRACT, in whole or in part, other than that specifically stated in the CONTRACT, without the express written consent of the County. A description of any work the Contractor proposes to subcontract shall be submitted to the County for review and approval along with the name and address of the individual, firm, or corporation that is the proposed subcontractor. This submittal shall also include a list of the key personnel that the subcontractor will assign to the project. All work performed by any subcontractor shall be coordinated by the Contractor and the Contractor will be responsible to the County for all work performed by any subcontractor or special consultant.

11.17.2 The County will, during the term of this Agreement, have the right of reasonable rejection of staff or subcontractors assigned to the project by the Contractor. If the County reasonably rejects staff or subcontractors, the Contractor must provide replacement staff or subcontractors satisfactory to the County in a timely manner and at no additional cost to the County. The day-to-day supervision and control of the Contractor's employees shall be solely the responsibility of the Contractor.

#### 11.18 Notification

Any notice required by the Contract shall be effective if given by registered mail, return receipt requested, to the Contractor in the name and at the address given in its proposal submission; provided that change of address shall be effective if given in accordance with this paragraph. Unless otherwise specified, any notice to the County shall be given to the County of Hanover, Deputy County Administrator, P. O. Box 470, Hanover, VA 23069-0470. The Contractor agrees to notify the County immediately of any change of legal status or of address. Any notice provided in accordance with this paragraph shall be deemed to have been completed five calendar days after the date of mailing.

#### 11.19 Severability

Each paragraph and provision of the resultant contract will be severable from the entire agreement and if any provision is declared invalid, the remaining provisions shall remain in effect.

#### 11.20 Contractual Provisions Included Pursuant to Statutes

##### 11.20.1 *Nondiscrimination and Drug-Free Workplace*

If the resultant CONTRACT exceeds \$10,000, during the performance of the CONTRACT, the Contractor agrees as follows:

11.20.1.1 The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

- 11.20.1.2 The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
- 11.20.1.3 Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- 11.20.1.4 The Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a Contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.
- 11.20.1.5 The Contractor will include the provisions of the foregoing paragraphs in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

#### 11.20.2 *Payments To Subcontractors*

Pursuant to Virginia Code Section 2.2-4354, the Contractor agrees that:

- 11.20.2.1 Should any subcontractor be employed by the Contractor for the provision of any goods or services under this Contract, the Contractor agrees to the following:
- 11.20.2.1.1 The Contractor shall, within seven days after receipt of any payments from the County pursuant to this Contract, either:
- 11.20.2.1.1.1 Pay the subcontractor for the proportionate share of the total payment received from the County attributable to the goods or services provided by the subcontractor; or
- 11.20.2.1.1.2 Notify the County, as applicable, and the subcontractor, in writing, of the intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment. Written notice to the County shall be given to: Hanover County Administrator, P.O. Box 470, Hanover, VA 23069-0470.
- 11.20.2.2 The Contractor shall pay interest to the subcontractor, at the rate of one percent per month on all amounts owed to the subcontractor that remain unpaid after seven days following receipt of payment from the County for goods or services provided under this Contract, except for amounts withheld under subparagraph immediately above.

- 11.20.2.3 The Contractor shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.
- 11.20.2.4 The Contractor's obligation to pay an interest charge to a subcontractor shall not be an obligation of the County.
- 11.20.2.5 No contract modification shall be allowed for the purpose of providing reimbursement for these interest charges. No cost reimbursement claim shall include any amount for reimbursement of these interest charges.

#### 11.20.3 *Contractual Claims*

Contractual claims, whether for money or other relief, shall be submitted in writing no later than 60 days after final payment; however, written notice of the Contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Any notice or claim shall be delivered to the County Administrator, Hanover County Government Building, 7516 County Complex Road, Hanover, Virginia 23069 and shall include a description of the factual basis for the claim and a statement of the amounts claimed or other relief requested. The County Administrator shall render a decision on the claim and shall notify the Contractor within 30 days of receipt of the claim. The Contractor may appeal the decision of the County Administrator to the Board of Supervisors by providing written notice to the County Administrator, within 15 days of the date of the decision. The Board of Supervisors shall render a decision on the claim within 60 days of the date of receipt of the appeal notice and such decision shall be final unless the Contractor appeals the decision in accordance with the Virginia Public Procurement Act. Invoices for all services or goods provided by the Contractor shall be delivered to the County no later than 30 days following the conclusion of the work or delivery of the goods.

#### 11.20.4 *Ethics in Public Contracting*

- 11.20.4.1 The provisions contained in Virginia Code Sections 2.2-4367 through 2.2-4370, the Virginia Public Procurement Act, shall be applicable to all contracts solicited or entered into by this County. A copy of these provisions may be obtained from the Purchasing Director upon request.
- 11.20.4.2 The provisions of this section supplement, but do not supersede, other provisions of law including, but not limited to, the State and Local Government Conflict of Interests Act (Title 2.2, Chapter 31 of the Virginia Code), the Virginia Governmental Frauds Act (Title 18.2, Chapter 12, Article 1.1 of the Virginia Code) and prohibitions against bribery and related offenses (Title 18.2, Chapter 10, Articles 2 and 3 of the Virginia Code). The provisions apply notwithstanding the fact that the conduct described may not constitute a violation of the Virginia Conflict of Interests Act.

#### 11.21 Precedence Of Documents

The precedence of documents shall be as follows: the CONTRACT, the Request for Proposals and the Offeror's response to the Request for Proposals.

#### 11.22 Indemnification

To the full extent permitted by law, the Contractor shall indemnify and hold harmless the County and its officials, agents and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, architects, attorneys and other

professionals and court costs) arising out of or resulting from this CONTRACT, provided that any such claim, damage, loss or expense is caused in whole or in part by any negligent acts, errors or omissions, recklessness or intentionally wrongful conduct of the Contractor, any Subcontractor, any persons or organization directly or indirectly employed by any of them to perform or furnish any of the work, or anyone for whose acts any of them may be liable.

11.23 Audit

11.23.1 The Contractor shall maintain books, records and documents of all costs and data in support of the services provided under the resultant contract for a period of not less than five years after the effective date of final payment or contract termination. During this five year term, the County, or its authorized representative, shall have unlimited access to, and the right to audit, the books, records and documents of the Contractor during the Contractor's normal working hours.

11.23.2 There shall be no fees or costs charged to the County by the Contractor for any such audit activities.

11.23.3 The Contractor shall include the audit provisions of this section in all subcontracts and contracts of any entity providing goods or services pursuant to this Contract so as to guarantee the County's rights to audit any person or entity performing work pursuant to the Contract, all at no additional cost to the County. Should the Contractor fail to ensure the County's rights under this section, the Contractor shall be liable to the County for all reasonable costs and expenses the County may incur to obtain an audit or inspection of the records which would have otherwise been available under the provisions of this section.

11.24 Faith-based Organizations

**In compliance with VA Code Section 2.2-4343.1, Hanover County does not discriminate against faith-based organizations.**

**ISSUED BY: Kimberly H. Mitchell, CPPB**  
**Purchasing Officer**  
**Phone: (804) 365-6104**  
**Facsimile: (804) 365-6100**  
**Email: khmitchell@co.hanover.va.us**

**APPENDIX A**  
**SAMPLE FORM CONTRACT**

RFP 06-03xxxx-xxxxKM

Title of RFP

THIS CONTRACT is entered into \_\_\_\_\_, 2006, by HANOVER COUNTY, VIRGINIA ("the County"), and \_\_\_\_\_, ("the Contractor").

The parties agree that in consideration of the attached fee schedule, the Contractor will perform all services and deliver all goods in accordance with the requirements described in Request for Proposals No. 06-03xxxx-xxxxKM, dated \_\_\_\_\_.

Contract documents, in addition to this CONTRACT and the above referenced Request for Proposals No. 06-03xxxx-xxxxKM, are the Certificate of Insurance and the proposal documents of the Contractor, dated \_\_\_\_\_.

Goods, services, labor and materials shall be provided in accordance with the contract documents. This CONTRACT is the complete agreement between the parties and may not be altered except by written memorandum signed by the parties.

The County agrees to make payment to the Contractor for goods and services provided, as follows: Payments to the Contractor shall be made within 30 days after receipt of an approved invoice for services provided in the previous month.

The signatures and seals of the parties are set out below in acknowledgment of this agreement.

**HANOVER COUNTY, VIRGINIA**

\_\_\_\_\_  
Date

By: \_\_\_\_\_(SEAL)  
Jim Totty  
Deputy Purchasing Director

**NAME OF FIRM**

\_\_\_\_\_  
Date

By: \_\_\_\_\_(SEAL)  
Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

COMMONWEALTH OF VIRGINIA,  
CITY/COUNTY OF \_\_\_\_\_, to-wit:

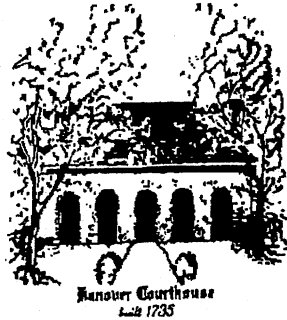
The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2006, by

\_\_\_\_\_ on behalf of \_\_\_\_\_.

My commission expires:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Public



County of Hanover

**Board Meeting: August 23, 2006**

Purchasing

<b>IV</b>	<b>H-H</b>
Agenda Item	

APPROVED by Hanover County  
Board of Supervisors  
Meeting of 8/23/06 CRH  
Cecil R. Harris, Jr.  
County Administrator/Clerk  
to the Board of Supervisors

**Subject:** Award of Contract - Term Contract for Professional Emergency Debris Management Services, Request for Proposals No. 06-30108-1749KM

**Summary of  
Agenda Item:**

Attached is a copy of the list of consultants that responded to a Term Contract for Professional Emergency Debris Management Services, Request for Proposals No. 06-30108-1749KM. This professional services contract provides the support staff for debris management following a disaster. Collection, processing and disposal monitors, as well as support staff, are provided under the contract. This allows more County staff to return to their normal job duties. The contract will only be utilized during a disaster event, in which case such expense would be expected to exceed \$100,000. It is a five-year contract with a five-year renewal.

Five proposals were received and two firms interviewed to provide the aforementioned services, with Patton, Harris, Rust and Associates, Inc. selected to provide the services. The selection committee was comprised of Kimberly Mitchell, Steve Chidsey and Randy Hardman. The Department of Public Works and the Purchasing Department recommend award to the two aforementioned firms.

**County  
Administrator's  
Recommendation:**

Award of the contract for Professional Emergency Debris Management Services, Request for Proposals No. 06-30108-1749KM to Patton, Harris, Rust and Associates, Inc.

**Requested  
Action:**

Motion to award the contract for Professional Emergency Debris Management Services, Request for Proposals No. 06-30108-1749KM to Patton, Harris, Rust and Associates, Inc.

Setliff  
Ernst

*Professional Emergency Debris Management Services  
Hanover County, Virginia  
Request for Proposals No. 06-030108-1749KM*

C O N T R A C T

THIS CONTRACT is entered into August 25, 2006 by HANOVER COUNTY, VIRGINIA ("the County"), and PATTON HARRIS RUST & ASSOCIATES, INC. ("the Contractor").

The parties agree that in consideration of the attached fee schedule, the Contractor will perform all services and deliver all goods in accordance with the requirements described in Request for Proposals No. 06-030108-1749KM, dated July 10, 2006.

Contract documents, in addition to this CONTRACT and the above referenced Request for Proposals No. 06-030108-1749KM are the Certificate of Insurance and proposal documents of the Contractor dated July 31, 2006.

Goods, services, labor and materials shall be provided in accordance with the contract documents.

The Contractor shall have in force at least the following insurance coverage during the performance of services under this CONTRACT:

- a. Workers' Compensation covering Contractor's employees as required by Virginia law and Employers' Liability with limits as follows:

(1) Each Accident:	\$ 500,000.00
(2) Disease – Each Employee:	\$ 500,000.00
(3) Disease – Policy Limit:	\$ 500,000.00

- b. Commercial General Liability with limits as follows:

(1) General Aggregate:	\$ 4,000,000.00
(2) Products - Comp/Op Aggregate:	\$ 4,000,000.00
(3) Personal & Advertising Injury:	\$ 2,000,000.00
(4) Each Occurrence:	\$ 2,000,000.00
(5) Medical Expense (any one person):	\$ 10,000.00
(6) Damage to Rented Premises	\$ 1,000,000.00 (each occurrence)

- c. Comprehensive Automobile Liability with limits as follows:

(1) Combined Single Limit:	\$ 1,000,000.00
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- d. Excess/Umbrella Liability with limits as follows:

(1) Each Occurrence and Aggregate:	\$10,000,000.00
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- e. Professional Liability with limits as follows:

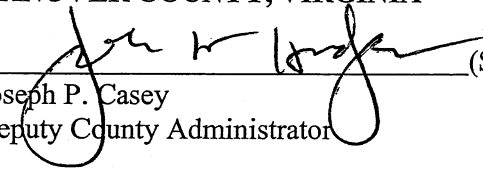
(1) Per Claim:	\$ 3,000,000.00
(2) Aggregate:	\$ 5,000,000.00

The County agrees to make payment to the Contractor for goods and services provided, as follows: Payments shall be made within 30 days of receipt of an approved invoice following completion and acceptance of the work by the County.



This CONTRACT is the complete agreement between the parties and may not be altered except by written memorandum signed by the parties. The signatures and seals of the parties are set out below in acknowledgment of this agreement.

HANOVER COUNTY, VIRGINIA

By:  (SEAL)

for Joseph P. Casey  
Deputy County Administrator

\_\_\_\_\_  
Date

PATTON HARRIS RUST & ASSOCIATES, INC.  
A Virginia Corporation

By:  (SEAL)

Bruce J. Frederick  
Vice President

8/30/06  
Date

ATTEST:

By: \_\_\_\_\_  
(Secretary or Treasurer)

CORPORATE SEAL:

COMMONWEALTH OF VIRGINIA,  
CITY/COUNTY OF Virginia Beach, to-wit:

The foregoing instrument was acknowledged before me this 30th day of August, 2006, by  
**Bruce J. Frederick** on behalf of PATTON HARRIS RUST & ASSOCIATES, INC.

My commission expires: July 31, 2009

  
Notary Public



**FEE SCHEDULE**

**Professional Emergency Debris Management Services**

**Request for Proposals No. 06-030108-1749KM**

**Contract Term: September 1, 2006 – August 31, 2011**

**Fee Schedule Effective: September 1, 2006 – August 31, 2007**

Contractor: PATTON HARRIS RUST & ASSOCIATES, INC.  
195 Rosemont Road, Suite 101  
Virginia Beach, Virginia 23452

FEI#: 54-1005904

Telephone: (757) 497-7472  
Facsimile: (757) 497-0250

Contact: Sibyl Pappas  
Mobile: (757) 581-2866  
Email: [Sibyl.Pappas@phra.com](mailto:Sibyl.Pappas@phra.com)

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**PATTON HARRIS RUST & ASSOCIATES, INC. RATES:**

**CLEAN UP EVENT ACTIVITIES**

<b><u>PERSONNEL CATEGORY</u></b>	<b><u>HOURLY RATE</u></b>
On-Site Coordinator	\$ 85.00
Field Monitor Supervisor	\$ 65.00
Roving Monitor	\$ 45.00
Load Site Monitor	\$ 45.00
Disposal Site Monitor	\$ 45.00
Administrative Support Staff	\$ 35.00

**DEWBERRY RATES:**

**PRE-EVENT PLANNING ACTIVITIES**

<b><u>PERSONNEL CATEGORY</u></b>	<b><u>HOURLY RATE</u></b>
Environmental Specialist	\$ 95.00
GIS Specialist	\$ 95.00
Subject Matter Expert	\$140.00
Senior Training Specialist	\$125.00

**APPENDIX O**  
**CLOSING CODES**  
**Hanover County**

## **County Employee Emergency Closing Codes Debris Event**

### **Code O**

Director of Public Works, Deputy Director of Public Works, Chief of Public Works Operations

### **Code 1**

Chief of Engineering, Traffic Engineer, Airport Manager, Erosion and Sediment Supervisor, Waste Collection Supt, Waste Disposal Supt, Waste Services Supt

### **Code 2**

Transfer Station and convenience center personnel, Engineering and Public Works field staff

### **Code 3**

All DPW staff

## **County Employee Emergency Closing Codes Non-Debris Event**

### **Code O**

Director of Public Works, Deputy Director of Public Works, Chief of Public Works Operations

### **Code 1**

Waste Collection Supt, Waste Disposal Supt, Waste Services Supt

### **Code 2**

Transfer Station and convenience center personnel, Chief of Engineering, Traffic Engineer, Airport Manager, Erosion and Sediment Supervisor

### **Code 3**

Engineering and Public Works field staff

### **Managers Contact List**

Deputy Director of Planning – 804-365-6303  
Deputy Chief Assessor – 804-365-6027  
Assistant Chief Building Official – 804-365- 6248  
Deputy Director of Purchasing – 804-365-6103  
Deputy Director of Economic Development - 804-365-6462  
Deputy Chief Commissioner of Revenue – 804-365-6466  
Assistant Director of Human Resources – 804-365-6037  
Deputy Chief Treasurer – 804-365-6053  
Director of Internal Audit – 804-365-6403

## **Disaster Event – Emergency Procurement Procedures**

Emergency Procurement is defined as the purchase of goods or services necessary to restore or continue an essential service when the delay which would result from normal purchasing procedures would reasonably be expected to endanger the safety, health or welfare of the public or of the County's employees or facilities. Emergency procurement shall be made with such competition as is practicable under the circumstances.

During an emergency event, current County contracts will be utilized to the extent practicable. We currently have contracted services for the following:

1. Disaster Debris Collection, Reduction & Disposal (two contractors, Omni Pinnacle and Crowder-Gulf)
2. Debris Management Services – Patton Harris & Rust
3. Environmental Services (haz-mat evaluation/disposal) – Marshal Miller & Associates
4. Erosion and Sediment Control Services (two contractors, Atlantic Construction Fabrics and HICO Services)
5. Miscellaneous Construction Services – Thomasson Construction Co., Inc. (\$30,000 limit per task)

For any other goods and services required during a disaster, the County would purchase from other available contracts (Virginia State Contracts, U.S. Communities, other locality contracts). If required goods and services cannot be procured through existing contracts, the County's Emergency Procurement Procedures would be implemented.

When it is necessary to make an emergency purchase, the following procedures shall be utilized:

1. During office hours, the user department shall immediately notify the Director of Purchasing, who shall either purchase directly or authorize the purchase of needed supplies or services.
2. During other than office hours, the user department shall purchase directly any supplies or services needed to meet an existing emergency.
3. Immediately following the purchase of any goods or services under this emergency purchase procedure, the department shall complete the NOTICE OF EMERGENCY PURCHASE CONTRACT AWARD, items 1-4, and the information on the back of the form.

**COUNTY OF HANOVER**  
**NOTICE OF EMERGENCY PURCHASE CONTRACT AWARD**

In Accordance with Section 2.2-4303F of the Code of Virginia, notice is hereby given of the following emergency purchase contract award:

1. TYPE OF PRODUCT OR SERVICE: 1
  2. NAME AND ADDRESS OF VENDOR: 2
  3. DATE OF EMERGENCY: 3 / BASIS FOR THE EMERGENCY: 3
  4. JUSTIFICATION FOR VENDOR SELECTION: (LIST VENDOR CONTACTS ON REVERSE)  
4
- 6 DEPT. HEAD/ASST. DEPT. HEAD SIGNATURE 7 DATE SUBMITTED

FOR PURCHASING DEPARTMENT USE ONLY:

DATE OF AWARD/PURCHASE: 8 REQUISITION NO.: 9

PURCHASE ORDER NO.: 10 AMOUNT OF AWARD/PURCHASE: 11

COMMENTS: 12

13 YES NO  
APPROVED

14  
Director of Purchasing/Deputy Director of Purchasing

REV: 10/22/01

**VENDORS CONTACTED ABOUT THIS PURCHASE**  
**(Other than listed on front)**

1. VENDOR: 15

ADDRESS: 16

DATE CONTACTED: 17 PHONE: ( 18 )

CONTACT NAME: 19

REASON NOT USED: 20

2. VENDOR: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DATE CONTACTED: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

REASON NOT USED: \_\_\_\_\_  
 \_\_\_\_\_

3. VENDOR: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE CONTACTED: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

REASON NOT USED: \_\_\_\_\_



## **Notice of Emergency Purchase Contract Award**

1. TYPE OF PRODUCT OF SERVICE – describe in detail the product/service procure. Be as specific as possible, noting characteristics and features of the product/service which will clearly identify it.
2. NAME AND ADDRESS OF VENDOR – provide name and address of vendor from whom goods/services are to be/were purchased.
3. DATE OF EMERGENCY/BASIS FOR EMERGENCY – date department first learned of emergency and description of the nature of the emergency, including specific factual information and the potential consequences of not taking emergency action.
4. JUSTIFICATION FOR VENDOR SELECTION – explanation of why this specific vendor should be/was chosen over other potential suppliers of the same type of goods/service. Where prices have been compared, please list. Where other consideration exist, please list and explain.
5. LIST VENDOR CONTACTS ON REVERSE – use back of form to list vendors other than the one selected who were contacted.
6. DEPT. HEAD/ASST. DEPT. HEAD SIGNATURE – form should only be signed by these individuals.
7. DATE SUBMITTED – date from given to Purchasing Department
8. - 14. Purchasing Use Only
15. VENDOR – name of vendor contacted about this purchase.
16. ADDRESS – address of vendor listed on previous line.
17. DATE CONTACTED – date vendor contacted about this purchase.
18. PHONE – area code and telephone number of vendor contacted about this purchase.
19. CONTACT NAME – complete name of person contacted about this purchase.
20. REASON NOT USED – explanation of why this vendor was not selected to supply the needed goods/services.

Upon completion of the form by the department, the department head signs the form and forwards it to the Purchasing Department. The Director or Deputy Director of Purchasing reviews the form, approves or disapproves the determination of any emergency, makes notations as necessary, signs the form, and posts it on the County's bid board. The Notice remains posted for a period of ten calendar days, after which it is kept in the permanent files of the Purchasing Department. If not approved, the form shall be returned to the department with appropriate comments noted.